



BUILDING DIVISION
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY
 CITY OF LAKE WORTH
 1900 2ND AVENUE NORTH
 LAKE WORTH, FL 33461
 561.586.1647

PERMIT APPLICATION

MASTER PERMIT NUMBER _____

PERMIT NUMBER (FOR OFFICE USE ONLY) _____

WORK LOCATION

ADDRESS _____
 FLOOR/BAY/SUITE/APT # _____
 SUBDIVISION _____ BLOCK _____ LOT _____
 PARCEL ID# **38 - 43 - 44-** _____

CONTRACTOR

QUALIFIER NAME _____
 COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 STATE LIC. OR COMPETENCY # _____
 PHONE# _____ CELL# _____
 E-MAIL _____

PERMIT TYPE

<input type="checkbox"/> STRUCTURE	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> ADDITION	<input type="checkbox"/> RELOCATION	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> ROOFING	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> REPAIR	<input type="checkbox"/> FENCE	<input type="checkbox"/> POOL
<input type="checkbox"/> FIRE SPRINKLER	<input type="checkbox"/> SIGN	<input type="checkbox"/> IRRIGATION
<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> BACKFLOW
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> GAS	<input type="checkbox"/> CHANGE OF CONTRACTOR
<input type="checkbox"/> APPROACH	<input type="checkbox"/> FUEL	<input type="checkbox"/> GENERATOR
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DOOR
<input type="checkbox"/> WINDOW	<input type="checkbox"/> SHUTTER	<input type="checkbox"/> OTHER

OWNER OF RECORD

NAME LAST _____ FIRST _____ MI _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ CELL _____
 TENANT NAME _____

DESCRIBE PROJECT IN DETAIL

VALUE \$ _____ SQUARE FOOTAGE _____ CHANGE OF OCCUPANCY OR USE YES NO

PRIMARY PERMIT FEES SHALL INCLUDE THE FEES FOR SUBPERMITS, PROVIDED THAT ALL APPLICABLE SUBCONTRACTOR QUALIFIER SIGNATURES ARE ON THE APPLICATION AND PLANS INCLUDE THE DETAILS OF ALL SUBCONTRACTOR WORK. **FAILURE TO INCLUDE THE REQUIRED INFORMATION AT THE TIME OF APPLICATION SHALL REQUIRE THAT A SEPARATE PERMIT BE ISSUED WITH APPROPRIATE FEES BEING CHARGED TO THE APPLICANT. CURRENT REGISTRATION REQUIRED AT TIME OF SUBMITTAL.**

Building Contractor: _____	DATE	STATE LIC/CERT. OF COMPETENCY	BUILDING PERMIT #
Qualifier/Agent Signature _____			
Electrical Contractor: _____	DATE	STATE LIC/CERT. OF COMPETENCY	ELECTRICAL PERMIT #
Qualifier/Agent Signature _____			
Mechanical Contractor: _____	DATE	STATE LIC/CERT. OF COMPETENCY	MECHANICAL PERMIT #
Qualifier/Agent Signature _____			
Plumbing Contractor: _____	DATE	STATE LIC/CERT. OF COMPETENCY	PLUMBING PERMIT #
Qualifier/Agent Signature _____			
Roofing Contractor: _____	DATE	STATE LIC/CERT. OF COMPETENCY	ROOFING PERMIT #
Qualifier/Agent Signature _____			

To qualify for exemption under this subsection, **an owner must personally appear and sign the building permit application** and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

OWNER/BUILDER DISCLOSURE STATEMENT SECTION 489.103, FLORIDA STATUTES

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is frequent practices of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Construction Industry Licensing Board at 561-233-5525 or at their website <http://www.pbcgov.com/pzb/Contractors/> for more information about licensed contractors.

11. I am aware of, and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address _____.

12. I agree to notify The City of Lake Worth Construction Services Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage. Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature of Property Owner /Date

Printed Name of Property Owner

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____ 20__ by _____

who is personally known to me or has produced _____ as identification.

Notary Signature

Print, Type or Stamp Name of Notary

Place Notary Stamp Here

NOTICE TO PROPERTY OWNERS

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

BEFORE ANY WORK IS DONE BY YOU OR YOUR CONTRACTOR, IMMEDIATELY FILE FOR AND RECORD A NOTICE OF COMMENCEMENT WITH THE OFFICE OF THE CLERK OF THE CIRCUIT COURT. THIS STEP IS REQUIRED BY THE FLORIDA CONSTRUCTION LIEN LAW.

IF YOU HAVE HIRED A CONTRACTOR TO DO THE WORK, MAKE SURE THAT THE CONTRACTOR OBTAINS THE PERMIT. THE CONTRACTOR'S SIGNATURE INDICATES HE OR SHE IS RESPONSIBLE FOR THE WORK, AND IF THE WORK IS NOT PERFORMED ACCORDING TO CODE, THE CITY CAN REQUIRE CORRECTIVE ACTION BY THE PARTY WHO OBTAINED THE PERMIT. FURTHERMORE, IF THE CONTRACTOR IS NOT LICENSED, YOU CAN BE IN VIOLATION OF STATE LAW BY ALLOWING AN UNLICENSED PERSON TO DO THIS WORK.

SINCE YOU OR YOUR CONTRACTOR HAVE APPLIED FOR A BUILDING PERMIT FOR WORK TO BE DONE ON PROPERTY YOU OWN, YOU SHOULD BE AWARE THAT:

ANY PERSON WHO FURNISHED LABOR (A CONTRACTOR, SUBCONTRACTOR OR LABORER) OR SUPPLIES MATERIALS FOR YOUR HOME REPAIR, IMPROVEMENT OR NEW CONSTRUCTION MAY BE ABLE TO FILE A CLAIM (CALLED A LIEN) AGAINST YOU IF HE HAS NOT BEEN PAID BY YOUR CONTRACTOR OR YOU. YOU ARE LIABLE TO SUBCONTRACTORS OR SUPPLIERS IF THEY ARE NOT PAID BY YOUR CONTRACTOR OR YOURSELF.

AT THE COMPLETION OF WORK, REQUIRE THE CONTRACTOR TO GIVE YOU A SWORN NOTARIZED STATEMENT INDICATING ALL BILLS FOR LABOR AND MATERIALS HAVE BEEN PAID OR A LIST NAMING THOSE SUPPLYING LABOR AND MATERIALS THAT HAVE NOT BEEN PAID. ASK FOR THE AFFIDAVIT BEFORE MAKING THE LAST PAYMENT.

UNLICENSED CONTRACTORS: NO PERSON SHALL ENGAGE IN BUSINESS OR ACT IN THE CAPACITY OF A CONTRACTOR WITHOUT BEING DULY REGISTERED OR CERTIFIED. ANY PERSON WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR OF THE FIRST DEGREE AND MAY BE PUNISHED BY A PRISON TERM NOT EXCEEDING ONE (1) YEAR AND/OR A FINE NOT TO EXCEED \$1,000 (SECTION 489.127 FLORIDA STATUTES).

FEE SIMPLE TITLEHOLDER (If other than owner)	MORTGAGE LENDER
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

BONDING COMPANY	ARCHITECT/ENGINEER/RESIDENTIAL PLANS CERTIFIER
Name _____	I CERTIFY THAT THE PLANS ACCOMPANYING THIS DOCUMENT MEET ALL REQUIREMENTS PERTAINING TO BUILDING CONSTRUCTION IN THE CITY OF LAKE WORTH.
Address _____	Name _____
City _____ State _____ Zip _____	Signature _____
	Address _____
	City _____ State _____ Zip _____
	Phone () _____ Cell () _____ Fax () _____

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO DO THE WORK AND INSTALLATIONS AS INDICATED. I CERTIFY THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND THAT ALL WORK WILL BE PERFORMED TO MEET THE STANDARDS OF ALL LAWS REGULATING CONSTRUCTION IN THIS JURISDICTION. I UNDERSTAND THAT A SEPARATE PERMIT MUST BE ACQUIRED FOR ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, ROOFING AND AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION & ZONING.

ALL SIGNATURES MUST BE ORIGINAL

Owner (Signature) _____	Contractor/Agent (Signature) _____
Print Name _____	Print Name _____

STATE OF _____	STATE OF _____
COUNTY OF _____	COUNTY OF _____
Sworn to (or affirmed) and subscribed to before me this _____ day of _____ 20 _____ by Owner or Agent, who has produced the following identification _____ or who is personally known to me.	Sworn to (or affirmed) and subscribed to before me this _____ day of _____ 20 _____ by Contractor, who has produced the following identification _____ or who is personally known to me.
Signature of Notary _____	Signature of Notary _____
Print Name of Notary _____	Print Name of Notary _____