

TOWN OF MONTVERDE

Window Door Checklist

1. A COMPLETED APPLICATION
2. A NOTICE OF COMMENCEMENT FOR JOBS OVER \$2,500 IN VALUE
3. AN OWNER BUILDER AFFIDAVIT IF PERMIT IS APPLIED FOR BY THE OWNER
4. A FLOOR PLAN SHOWING THE LOCATION OF WINDOWS TO BE REPLACED
5. PRODUCT APPROVAL NUMBER(S)
6. PROOF OF PROPERTY OWNERSHIP/PROPERTY RECORDS CARD
7. ANY SPECIAL ENGINEERING REQUIRED TO INSTALL THE WINDOWS/DOORS



**TOWN OF MONTEVERDE
PERMIT APPLICATION**

Permit Number

Alternate Key Number	Parcel Number	Project Address	
		Project Description	Window/Door
Owner's Name	Mailing Address	City, State, Zip	Telephone

Email Address:

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip	Telephone
-------------------------------	-----------------	------------------	-----------

General Contractor	Mailing Address	City, State, Zip	Telephone
--------------------	-----------------	------------------	-----------

Email Address:

Construction Contractor	Mailing Address	City, State, Zip	Telephone
-------------------------	-----------------	------------------	-----------

Electrical Contractor	Mailing Address	City, State, Zip	Telephone
-----------------------	-----------------	------------------	-----------

Email Address:

Plumbing Contractor	Mailing Address	City, State, Zip	Telephone
---------------------	-----------------	------------------	-----------

HVAC Contractor	Mailing Address	City, State, Zip	Telephone
-----------------	-----------------	------------------	-----------

Email Address:

Roofing Contractor	Mailing Address	City, State, Zip	Telephone
--------------------	-----------------	------------------	-----------

Email Address:

--	--	--	--

Legal Description	
Bonding Company	
Bonding Company Address	
Architect's Name	
Architect's Address	

Project Information		Job Name:				
		Subdivision Name	Lot No.	Phase		
Zone	Lot Area					
		Setbacks (ft)	Front	Rear	Side	Corner
Project (check one)	Area	Electrical	Hvac	Water (check one)		
New	Living	Service Size	Type	Municipal		
Alteration	Garage			Well		
Addition	Porch(s)		Efficiency	Plumbing (check one)		
Repair	Other			Airhandler	Sewer	
Other	Total	Condenser		Septic		
Garage (check one)	Number of Bedrooms	Estimated Cost		Code In Effect		
Attached				6th Edition Florida Building Code		
Detached						

Signature of Applicant _____ **Date** _____

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City of Mascotte determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)
Notary Public

Owner Builder Affidavit

OWNER MUST PERSONALLY APPEAR AT THE BUILDING DEPARTMENT TO SIGN THIS DOCUMENT.

A POWER OF ATTORNEY CANNOT BE ACCEPTED.

Building, Plumbing and/or Mechanical Installation Disclosure Statement required by Florida Statute 489.103(7) and Electrical Disclosure statement per Florida Statute 489.503(6)

(Initial to the left of each statement)

____ 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 out building. 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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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 a frequent practice 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 Florida Construction Industry Licensing Board at [850.487.1395](tel:850.487.1395) or <http://www.myfloridalicense.com/dbpr/pro/cilb/> 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 building 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.

Homeowners who hire unlicensed contractors face several potential costly penalties. The Department of Business and Professional Regulation can issue an order to stop construction and can levy a \$5,000 fine for aiding and abetting unlicensed contractors.

Owner Signature: _____ Date: _____