



TOWN OF HILLIARD
 OWNERS AFFIDAVIT OF AGREEMENT - BUILDING PERMIT EXEMPTION
 15859 W CR 108 Hilliard, FL 32046
 Phone: 904-845-3555 | cs@townofhilliard.com

Owners Affidavit of Agreement – Building Permit Exemption

In accordance with the requirements of the Town of Hilliard Resolution No. 2025-10 and Chapter 1, Section 102.2.5.1 of the 8th Edition 2023 Florida Building Code requesting exemption from the permitting requirements of the Town of Hilliard, Florida for the construction of a porch, deck, patio or storage shed,

I (print name) _____, as owner of a Single-Family Residence or a Manufactured Residential Home located at : _____ agree and will comply with the following conditions, stipulations and requirements:

1. The Single-Family Residence or Manufactured Residential Home is my residence and is not rented or leased.
2. If I use the services of anyone other than myself to build or construct the porch, deck patio or storage shed, I will hire a properly licensed contractor in accordance with Section 489.103 (7) of the Florida State Statutes.
3. The porch, deck, patio or storage shed shall not exceed three hundred twenty (320) square feet in area.
4. The porch, deck or patio shall be open or utilize only screening on a minimum of two (2) sides or walls.
5. The storage shed shall be a maximum of twelve (12) feet in height above grade and shall be attached to a three and one-half inch (3-1/2”) thick concrete slab or be secured to the ground with auger type anchors as recommend by the manufacturer.
6. The porch, deck, patio or storage shed shall not be in violation of any adopted Zoning Regulation for the Zoning District that it is located within.
7. I understand that after review by the Building Official or Plans Examiner and if the referenced property is found to be in a mapped flood hazard area this exemption may or may not be used.
8. The porch, deck, patio or storage shed shall not be converted to habitable space without submittal of construction plans, which must be signed and sealed by a design professional, the application for, and obtaining of, a construction permit from the Town of Hilliard Building Department, as well as payment of all associated fees.
9. I have not utilized this exemption within the past twelve (12) month period.
10. I will submit a site plan or legal survey indicating setbacks from other structures and property lines in sufficient detail for determination of compliance with all zoning requirements.
11. I will submit a fee of \$75.00 for zoning approval.
12. I, as the owner and resident of the above referenced property, assume any and all liability that may arise relating to the construction of the porch, deck, patio or storage shed.

I hereby agree and affirm to the conditions, stipulations and requirements listed in the document.

 (Signature) _____
(Date)

Before me, _____, personally appeared on this ____ day of _____, 20____ and is personally known to me or has presented _____ as identification and who did (did not) take an oath.

 Notary Public Name Printed _____
Notary Public Signature _____
Date



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Building Permit Exemption Approval
Office Use Only

Owner: _____

Residential Home Address: _____

Parcel I.D. #: _____

Zone: _____ Lot size: _____ sq. ft.

Current Flood Zone: _____

Sq. ft. of Existing Coverage: _____

Sq. ft. of Proposed Increase: _____

Existing % of Coverage: _____

Proposed % of Coverage: _____

Allowable % of Coverage: _____

Has applicant provided proof of Ownership?	YES	NO
Is porch/deck/patio/shed within Allowable % of Coverage for zone?	YES	NO
Is porch/deck/patio/shed within Allowable Sq. Footage of Exemption?	YES	NO
Has the owner submitted the required affidavit?	YES	NO

APPROVED: _____

DENIED: _____

Land Use Administrator (Signature)

Date