



Owner/Builder Permit Application Requirements

City of Venice
Building Department
401 W Venice Ave.
Venice, Florida 34285

General Requirements

- The applicant must be the legal owner of the property.
- Owner/Builder permits are typically allowed for **residential properties** only. Commercial projects may not qualify.
- The owner must personally appear and sign the permit application.

Legal & Compliance Acknowledgments

- The property owner assumes full legal responsibility for the project.
- All work must comply with the **Florida Building Code (FBC), local zoning laws, and Florida Statute 489.103(7)**.
- Performing unlicensed contracting work can result in fines or legal action.
- The owner cannot sell or rent the property within **one year** of project completion if they perform the work themselves.

Scope of Work Limitations

- Certain trades (e.g., **electrical, plumbing, HVAC**) may require hiring **licensed subcontractors**.
- The owner may perform work themselves but must pass all required inspections.
- Work must be limited to the scope outlined in the approved permit.

Required Documentation & Fees

- **Completed Owner/Builder Affidavit** (must be notarized).
- **Proof of ownership** (deed, property tax record, etc.).
- **Site plan, construction drawings, or other required plans** (as applicable to the project).
- **Permit application fees** (varied based on project scope).

Inspection & Completion Requirements

- The owner must schedule and pass all required inspections by the permitting office.
- Work must be completed according to approved plans and code compliance.
- A final inspection is required before a Certificate of Occupancy (if applicable) can be issued.



WARNING

Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com



CITY OF VENICE

401 W. Venice Ave., Venice, FL 34285

Phone (941) 882-7547

Owner / Builder Permit Application

(May be applied for online at <https://trakit.venicegov.com/eTRAKiT/> or in person.)

V. T. District

H. District

ADDRESS OF IMPROVEMENT:					
PROPERTY OWNER:			PHONE:		
CONTRACTOR DBA:			LICENSE #:		
CONTRACTOR'S ADDRESS:					
EMAIL:					
CITY REGISTRATION #: _____		FAX #: _____		PHONE #: _____	
TYPE OF PERMIT		IMPROVEMENT		VALUE	
ROOFING		NEW		COST	\$
PLUMBING		ADDITION			
ELECTRICAL		REPLACE		TEMPORARY	
MECHANICAL		REPAIR		OTHER	
BUILDING , MINOR REPAIR		EXTEND			
OTHER		ALTER		ESCROW ACCOUNT #	
DESCRIPTION OF WORK: _____					
<div style="text-align: right; margin-bottom: 10px;"> _____ Signature of Qualifier </div> <div style="text-align: right; margin-bottom: 10px;"> _____ PRINT NAME </div> <p>Sworn to(or affirmed) and subscribed before me this _____ day of _____ 20____</p> <p>Personally known _____ or i dentification produced _____</p> <div style="text-align: center; margin-top: 20px;"> _____ Signature of Notary </div> <div style="text-align: right; font-size: 2em; opacity: 0.5; margin-top: 20px;"> <i>SEAL</i> </div>					

Permit Number:



City of Venice

Owner / Builder Statement / Affidavit

Building & Code Enforcement Department

Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

Owners Must Personally Appear at the Building Department to Sign This Document by Signing This Statement, I Attest That: (Initial to the left of each statement)

_____ 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 exempting 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.

_____ 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.

_____ I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I must 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 contacts.

_____ 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 \$75,000.00. The building or residence must be of my own use or occupancy. I may not build or substantially improve a dwelling 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 completed, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

_____ I understand that, as the owner-builder, I must provide direct, on site supervision of the construction.

_____ 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 ordinances.

_____ 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.

_____ 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 under the Federal Insurance Contributions Act (FICA) and must provide worker's compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

_____ I agree that, as the party I am 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.

_____ I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service (IRS), 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 or www.myflorida.com/dbpr/pro/cilb for more information about licensed contractors.

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

_____ I agree to notify (issuer of disclosure statements) immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

_____ Laws designed to protect the public regulate licensed contractors. 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 because 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 to verifying whether the contractor is properly licensed and verifying the status of their workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner in front of the local permitting agency responsible for issuing the permit. A copy of the property owner's driver's license or other type of acceptable verification documentation is required when having this document notarized by the notary at the local permitting agency. This is required before the permit's issuance.

Property Address: _____

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filled and agree to the conditions specified above.

Signature of Property Owner: _____ Date: _____

Form of Identification: _____
(Must be a Photo ID or Federal Passport)

State of Florida, County of Sarasota
Sworn to (or affirmed) and subscribed before me on this _____ Day of _____ 20 _____

Signature of Notary _____

Printed Name: _____

My Commission Expires: _____

A violation of this exemption is a misdemeanor of the first degree punished by a term of imprisonment not exceeding 1 year and subject up to a \$1,000,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction 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 a state license under the permit issued.