INSTRUCTIONS TO OWNER-BUILDER

You have as of this date made application for a Public Works permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders.

PROOF OF OWNERSHIP – Prior to a Public Works driveway permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

RESPONSIBILITY – You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Any one contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of $500 and/or imprisonment for six months.

INSURANCE –Be advised that if your day labor employees cause any damage to persons or property, or if any of your day labor employees are injured on the job, you are liable. Your regular home insurance policy ordinarily DOES NOT cover this type of liability.

WITHHOLDING TAXES, etc. – You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes and Federal Income Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agencies.

DISCLOSURE STATEMENT – State and county law requires construction or demolition to be done by licensed contractors. You have applied for a permit under an exemption to those laws. The exemption allows you, as the owner of the property, to act as your own contractor even though you do not have a license. You may not hire an unlicensed person as your contractor. You must supervise the construction or demolition yourself. You may build, improve, alter or repair your driveway of your own single family or duplex residence for your own use and occupancy and not intended for sale. No more than one (1) permit shall be issued to an owner for the construction of a new driveway on a single-family or duplex residence in any twenty-four-month period. Your construction must be done according to the public works manual, building codes and zoning regulations.

PROTECTION OF UNDERGROUND FACILITIES – You should be advised to investigate your responsibility under Florida Statue 556. "If a person violates s. 556.105(1) or (6), and subsequently, whether by himself or herself or through the person's employees, contractors, subcontractors, or agents, performs an excavation or demolition that damages an underground facility of a member operator, it is rebuttably presumed that the person was negligent. The person, if found liable, is liable for the total sum of the losses to all member operators involved as those costs are normally computed. Any damage for loss of revenue and loss of use may not exceed $500,000 per affected underground facility," …

If you do not intend to do the work involved yourself, or with day labor, please list below, the name of the individual or firm with whom you have entered (or will enter) into a contract for the work.

_____ _____
(Name)

_____ _____
(License number) (Address)

I, the owner of property described as _____
do hereby certify that I have read the foregoing instructions, and am aware of my responsibilities and liabilities under my application for a Public Works permit for construction of a driveway on the above described property.

_____
Signature of Owner
Print Name _____
STATE OF FLORIDA COUNTY OF MIAMI-DADE
Sworn to and subscribed before me this _____
Day of _____, 20_____
(SEAL) _____
Personally known _____
or Produced Identification _____
Type of Identification Produced _____

PWD Official Use

_____
Proof of Ownership

_____ _____
Clerk Date

_____
Permit Number