

**Residential Application**

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Attached is the new Residential form which reduces the number of notaries to one.

If additional documentation is required and they are normally notarized, then notaries will also be required.

This form is intended to be filled out on-line and printed.

Provisions have been made to initial each page.



PERMIT # \_\_\_\_\_

PERMIT #			
DATE		CLERK	
Payment method:			

## RESIDENTIAL BUILDING PERMIT CHECKLIST

(New Construction Only)

Master #:

### FOR OFFICE USE ONLY

<input type="checkbox"/> <b>ZONING VERIFICATION</b> Approved by: _____ Date: _____	<input type="checkbox"/> <b>Species/Animals</b> Approved by: _____ Date: _____	<input type="checkbox"/> <b>BLDG (PLAN REVIEW)</b> Approved by: _____ Date: _____
<input type="checkbox"/> <b>ZONING PLAN CHECK</b> Approved by: _____ Date: _____	<input type="checkbox"/> <b>PRIVATE PROVIDER</b> Approved by: _____ Date: _____	<input type="checkbox"/> <b>PERMIT TRACKER</b> Approved by: _____ Date: _____

### Document Checklist (place check mark next to applicable boxes)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>3 Copies of Survey</b><br>(Sealed / less than 1 yr. old)     | <input type="checkbox"/> <b>Owl Affidavit</b>  | <input type="checkbox"/> <b>Notice of Commencement</b>            |
| <input type="checkbox"/> <b>2 Copies of Plans</b>  | <input type="checkbox"/> <b>Owner/Builder Affidavit</b>  | <input type="checkbox"/> <b>Seawall Affidavit (if applicable)</b> |
| <input type="checkbox"/> <b>3 Copies of Site (Original Stamped by HRS if applicable)</b> | <input type="checkbox"/> <b>Septic receipt showing permit # from Health Dept.</b>                | <input type="checkbox"/> <b>Warranty Deed (if applicable)</b>     |
| <input type="checkbox"/> <b>2 Copies of Mfgr Truss Plans</b>                             | <input type="checkbox"/> <b>UT Hold Harmless Agreement (active utility expansion areas only)</b> |   |
| <input type="checkbox"/> <b>2 Copies of Window/Doors/Shutter Schedule</b>                | <input type="checkbox"/> <b>Impact Fee Credits - If yes, attach authorization documents.</b>     |   |
| <input type="checkbox"/> <b>2 Copies of Energy Calculations</b>                          | <b>Impervious Surface Calculation Sheet</b>  |   |
| <input type="checkbox"/> <b>2 Copies of Drainage</b>                                     | <input type="checkbox"/> <b>Notice to Building Official of Use of Private Provider</b>           |   |
| <input type="checkbox"/> <b>2 Engineer Certification Letter (if mastered plans)</b>      | <i>Private Provider :</i> _____  |   |

Issued by:	Date:	Expiration Date:	
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**OWNER/BUILDER AFFIDAVIT**

- N/A
- Requested

**APPLIES ONLY IF THE OWNER IS ACTING AS THE CONTRACTOR**

Florida Statute Section 489.103

State law requires construction to be done by licensed contractors. You have applied for a permit under exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license.

(a) When installing, uninstalling, or replacing solar panels on one-family, two-family, or three-family residences, and the local permitting agency's county or municipal government is participating in a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant. However, an owner **must** utilize a licensed electrical contractor to effectuate the wiring of the solar panels, including any interconnection to the customer's residential electrical wiring. The limitations of this exemption shall be expressly stated in the building permit approved and issued by the permitting agency for such project.

(b) 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. However, for purposes of implementing a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant and the participation of county and municipal governments, including local permitting agencies under the jurisdiction of such county and municipal governments, an owner's notarized signature or personal appearance to sign the permit application is not required for a solar project, as described in subparagraph (a)3., if the building permit application is submitted electronically to the permitting agency and the owner certifies the application and disclosure statement using the permitting agency's electronic confirmation system. 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. The local permitting agency shall provide the person with a disclosure statement in substantially the following form:

**DISCLOSURE 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 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 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 or [www.myfloridalicense.com](http://www.myfloridalicense.com) 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:

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12. I agree to notify the City of Cape Coral 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.

**OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application and the representations made in the required disclosure statement are true and correct.**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**



PERMIT # \_\_\_\_\_

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Under penalty of perjure, I hereby declare that I have completed the foregoing document and all documents attached hereto and incorporated herein by reference and that all of the information contained therein is true and correct to the best of my knowledge.**

I hereby acknowledge that I have read and understood the above affidavit(s) on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
APPLICANT NAME (TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**(SIGNATURE MUST BE NOTARIZED)**

STATE \_\_\_\_ . COUNTY OF \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_  
Printed name of person signing

\_\_\_\_\_  
who is personally known or Produced as identification

Signature of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



PERMIT # \_\_\_\_\_

## NEW CONSTRUCTION/ADDITION FEE INFO

The following fees may be placed on new construction and addition building permits:

- ALS IMPACT
- POLICE IMPACT
- ROAD IMPACT
- FIRE IMPACT
- PARK IMPACT
- SCHOOL IMPACT
- SCHOOL ADMIN
- UTILITY FEES
- FIRE DEPT FEE (for plan review and inspections)
- BUILDING PERMIT FEE

\*Fees may be estimated by using our online calculator:

### Commercial -

[http://www.capecoral.net/departement/community\\_development/permitting/commercial\\_building\\_permits\\_calculator.php#.WgHzQ2eWyiM](http://www.capecoral.net/departement/community_development/permitting/commercial_building_permits_calculator.php#.WgHzQ2eWyiM)

### Residential -

[http://www.capecoral.net/departement/community\\_development/permitting/residential\\_building\\_permits\\_calculator.php#.WgH1VWewYiM](http://www.capecoral.net/departement/community_development/permitting/residential_building_permits_calculator.php#.WgH1VWewYiM)

Application and submittal requirement may be found online,

[http://www.capecoral.net/departement/community\\_development/permitting/forms\\_and\\_applications.php#.WgNrlMeWyiM](http://www.capecoral.net/departement/community_development/permitting/forms_and_applications.php#.WgNrlMeWyiM)

Building permits are submitted in person to the building dept. A 15% deposit of the building permit fee is required at the time of submittal. Remaining fees are calculated after all reviews have been approved. The contractor will be notified when the permit is approved and ready for pick up. All fees due and any additional documents required will be provided with the approval notification.

**\*THIS ESTIMATE IS BASED ON INFORMATION PROVIDED BY THE APPLICANT, UTILIZING THE FEE STRUCTURE IN EFFECT AT THE TIME THE REQUEST FOR AN ESTIMATE IS RECEIVED. THIS ESTIMATE MAY NOT REPRESENT THE ACTUAL TOTAL FEES DUE TO MISINFORMATION PROVIDED BY THE APPLICANT, A CHANGE IN THE FEE STRUCTURE, OR OTHER CAUSE. \*\*CIAC FEES ARE NOT INCLUDED IN THIS ESTIMATE AND MAY APPLY TO YOUR SITE. PLEASE CALL CUSTOMER SERVICE BILLING 239-574-7722 FOR AMOUNT.\*\***