



**TOWN OF JUPITER ISLAND  
BUILDING DEPARTMENT**

2 Bridge Road, Hobe Sound, FL 33455  
Phone (772) 545-0150  
Fax (772) 545-0188

**PERMIT APPLICATION FORM**

Permit No. \_\_\_\_\_ F.B.C. Version \_\_\_\_\_ Accepted By \_\_\_\_\_ Application Date \_\_\_\_\_

**APPLICATION INFORMATION**

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_  
Cell Phone ( ) \_\_\_\_\_  
Fax No. ( ) \_\_\_\_\_

**GEN. CONTRACTOR & DESIGN PROFESSIONAL**

Owner / Builder (per 489.103, F.S.) Yes No  
Contractor License No. \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**PROPOSED IMPROVEMENT LOCATION**

Address of Improvement \_\_\_\_\_  
Project Name \_\_\_\_\_

Architect / Engineer's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**DESCRIPTION OF IMPROVEMENTS**

Description of the Proposed Work \_\_\_\_\_

Project Type: New Addition Alteration Repair Demo Temporary Wall / Fence  
New Main House New Guest House New Acces. Building Pool / Spa Dock / Dune Crossover Other

**STRUCTURE INFORMATION**

Total Sq. Ft. \_\_\_\_\_ Building Height \_\_\_\_\_ No. of Stories \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

### PERMIT FEE / COST DATA

Total Job / Construction Value \$ \_\_\_\_\_ X .0225 (2.25%) = Permit Fee of \$ \_\_\_\_\_ (\$25.00 minimum)  
FL Surcharge Fee \$ \_\_\_\_\_ (to be completed by the Building Dept.)  
TOTAL \$ \_\_\_\_\_

A signed contract may be substituted for an Owner's signature when approved by the Building Official. *(For small permits, such as Air Conditioning and Water Heater Change-Outs)*

Sq. Ft. Under Air \_\_\_\_\_ @ Cost / Sq. Ft. \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_  
Sq. Ft. Other \_\_\_\_\_ @ Cost / Sq. Ft. \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_  
Total Cost per Square Foot \$ \_\_\_\_\_

### OWNER'S AFFIDAVIT

I hereby certify that I have read and examined this application and know the same to be true and correct. Application is hereby made to obtain a permit to do work and installation as indicated. Applicant certifies that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

Applicant further acknowledges the following:

A permit shall be valid for a period of eighteen (18) months from the date of issuance, with the following conditions:

- This permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.
- Permit will be considered suspended or abandoned if it does not pass an inspection within 180 days.

• NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

#### PROPERTY OWNER

#### GENERAL CONTRACTOR

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Qualifier Date

### SUBCONTRACTOR INFORMATION

(If more than two subcontractors please complete Subcontractor List Form)

Qualifier / Agent \_\_\_\_\_  
Signature \_\_\_\_\_  
Contractor License No. \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

Qualifier / Agent \_\_\_\_\_  
Signature \_\_\_\_\_  
Contractor License No. \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

### Owner Builder Disclosure Statement (489.103 FS.)

To qualify for the owner/builder exemption in Florida Statute 489.103 (7) (b), an owner must personally appear and sign the building permit application, State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You 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 your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide worker's compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

### ADDITIONAL INFORMATION

Fee Simple Title Holder (if other than owner) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mortgage Lender \_\_\_\_\_ Bonding Company \_\_\_\_\_  
  
FEMA Flood Zone \_\_\_\_\_

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

All contractors and subcontractors must be registered with the Town of Jupiter Island Building Department.

**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 COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**