

CODE VIOLATION REQUIRED PERMIT

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as Permit Type: **Building**
Work Class: **Alteration or Addition**

1. **Site Information** [<Survey>](#)

- a. Survey with setbacks, proposed finished floor elevation & base flood elevation established by FEMA, *if applicable* _____
- b. Elevation certificate signed & sealed if the structure is in a flood zone _____

2. **Plans** [<Building Plans>](#)

- a. Architect or Engineer's drawings or report, *if applicable* _____

CORRECTIONS AND REHABILITATION CAN BE COSTLY, YOU MAY WISH TO CONSIDER ABATING YOUR VIOLATION THROUGH REMOVAL OR DEMOLITION. NOTE THAT AN ENGINEER OR ARCHITECT MAY BE REQUIRED TO PROVIDE PLANS OR CERTIFICATION PRIOR TO PERMIT ISSUANCE.

3. **Supporting Documents** [<Supporting Docs>](#)

- a. Copy of Code Compliance Order, *if applicable* _____
- b. Copy of Permit checklist for work type, with all items submitted _____
- c. Code violation permit process document has been received _____
- d. Palm Beach County Fire Rescue application and fee, *if applicable* _____
- e. Owner/Builder Affidavit, *if applicable*. An owner may obtain a permit for work on a building for their own use provided the value of work does not exceed \$75,000 _____

IMPORTANT NOTICE

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY
PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**



TOWN OF JUPITER BUILDING DEPARTMENT

210 Military Trail, Jupiter, Florida 33458

Office (561) 741-2286 Fax 741-0911

CODE VIOLATION PERMIT PROCESS FOR WORK DONE WITHOUT PERMITS

In order to protect the health, safety and welfare of the occupants/owners, as well as the general public, Florida Statutes and local ordinances require that permits be obtained prior to erecting, altering, constructing or installing buildings, structures or service systems. In addition, the law requires that the construction be inspected at specified phases by qualified personnel to assure compliance with the required Building and Zoning regulations.

CODE COMPLIANCE

The Building Department staff will try to respond to your permit application in a timely fashion; however it is your responsibility to obtain the permits and inspections within the time allocated by the Code Compliance staff or Town Magistrate's Order. Work done without permits and inspections often create the need for additional documentation and review and may take longer to process. Permit fees for violation are computed at two times that of standard permit fees.

The fact that you may not have created the violation yourself does not relieve Code Compliance staff from their responsibility to seek compliance from you as the property owner. If you believe you have been defrauded, Code Compliance staff will try to direct you to the appropriate agencies which may be able to assist you.

PLANS & PERMITS

At the time of submittal of your permit application, you are required to submit plans and other documentation to the Building Department. Checklists are available at the permit counter and [online](http://www.jupiter.fl.us/98/Permit-Package-Submittal) (<http://www.jupiter.fl.us/98/Permit-Package-Submittal>) to inform you of the minimum documentation and plan requirements for work types. If the property is under violation by Code Compliance, a copy of the notice of violation must accompany the application.

If the work performed has hidden anything that requires inspection, you may have to hire an architect or engineer to certify those hidden components for code compliance as well as conformance with "As Built" plans. "As-Built" drawings must provide the typical details and minimum information required by the Town of Jupiter Building Department. They also identify code deficiencies on the plan and proposed corrections.

INSPECTIONS/ CERTIFICATES

To abate your violation, it will be necessary for you to schedule and pass all required inspections. If any of the building's components are covered or otherwise inaccessible to the Town's inspectors, the architect or engineer will need to conduct his own inspections, to certify all components comply with Florida Building codes.

Building Department staff will make, at a minimum, the required final inspections even with the appropriate certifications from the design professional. Other inspections may be required depending on the specifics of your case. Discuss this matter with the plans examiner or inspector. If the Town's Building Inspector finds any code violations, the inspector will fail the inspection until the necessary corrections are made, or until the architect or engineer has otherwise addressed the violation.

Since bringing the violation up to code can be costly, you may wish to consider abating your violation through removal or demolition. Architect or engineer certification may be required prior to permit issuance.



TOWN OF JUPITER BUILDING DEPARTMENT
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The provisions of Florida Statutes Chapter 489 require construction to be performed by a licensed contractor. You have applied for a permit under an exemption to the law under Chapter 489.103 (7). The exemption allows you, as the owner of your property to act as your own contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM OR SUPERVISE THE CONSTRUCTION YOURSELF.** County Ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work.

Please carefully read the Disclosure statement below, prior to signing. If these rules are violated the Town of Jupiter Building Department 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.

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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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 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 <http://www.myfloridalicense.com/dbpr/construction-industry/> 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: _____.
12. I agree to notify The Town of Jupiter Building Department 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.

Signature: _____ .

Date: _____ .

Appeared in Person

Verified by: _____