



Building Division
306 NE 6th AVE, BLDG B
PH: 352-334-5050
FAX: 352-334-2207
E-MAIL: bldg@cityofgainesville.org

Owner-Builder Requirements

If you are considering making improvements to your property and do not plan to hire a contractor, you may qualify for the owner-builder exemption found in Florida Statutes 489.103(7)(a). To view the Florida Statutes go to <http://www.leg.state.fl.us/statutes/>

To qualify for an owner-builder permit, your property must:

1. Be in your personal name (not a business name, corporation or in a trust).
2. Be for your own use and occupancy.
3. Not be for sale, rent, or lease at the time of application or for one (1) year after completion.

All work must be completed by you, as the home owner, under your direct, on-site supervision, **or** performed by a licensed contractor. It is also your responsibility to ensure that the persons whom you employ have the licenses required by state law.

If you qualify and accept the conditions of the owner-builder requirements, then please email the following information to our office:

1. Permit application filled out and signed.
 - a. Please do **NOT** email the application with your credit card information as our emails are subject to public record requests.
 - b. Ensure you have provided your email and contact information on the application.
2. Owner builder affidavit filled out and notarized.
 - a. Please read and initial each statement on the affidavit, where indicated.
 - b. Retain a copy of your signed affidavit for your records.
3. Copy of your recorded warranty deed or a copy of your tax bill.
4. Please do **NOT** email your plans at this time. If your project requires plan review, you will receive a link to our e-plan review site, ProjectDox, where you can upload your plans.

Once all the above information has been received by the building department, you will be notified of the fees due and how you can pay them.

If you have any questions, please contact our building office at 352-334-5050 or by email at bldg@cityofgainesville.org.