Hillsborough County Florida
Development Services

Owner Builder Permits - Process

INSTRUCTIONS AND REQUIREMENTS

OWNER BUILDER REQUIREMENTS AND FORM

- Florida State Statute 489 requires construction to be performed by a properly licensed contractor.
- The provisions of Florida State Statue 489.103 provide an exemption to that law, for owner-builders to apply for permits themselves and provide direct onsite supervision themselves, of all work not performed by a licensed contractor.
- Some of the limitations of an Owner Bulder Permits are:
  - The property must be deeded in the property owner's name. If the property owner is a LLC, Corporation, Partnership, etc.; a properly licensed contractor must obtain the permit.
  - If the property is owned by a trust, the property may be eligible for owner/builder with review by staff.
  - The property must be for the exclusive use of the owner. The property cannot be offered for sale, lease or rent for a period of **(1) year** after the completion of the project.
  - The property owner must take all responsibilities and liabilities.
  - The property must have a Homestead Exemption or a copy of a submitted Homestead Exemption application.
  - The owner must complete, sign and upload the Owner Builder Acknowledgement form to HillsGovHub.
  - For a commercial building, the project cost may not exceed $75,000.00.

APPLY WEBSITE

HillsGovHub

- HGH Account- Create an account or log into your account.
- Correct Permit Type- If you are unsure what type of permit is required. Use this too to make sure you apply for the correct permit.
- Permit Checklist- Verify you have all the information and documents required.

APPLICATION

APPLICATION AND PLAN REVIEW

- Apply for your permit through HGH and upload documents.
- Upload plans into the Plan Room (if applicable) and complete permit submittal requirements. Checklists can be found online at HCFLGov.net.
- All information and documents will be reviewed for completeness and, if applicable, your plans will be reviewed for compliance with the Florida Building Code.
- If your submittal is not complete and additional information/documents are required, you will be notified via email to complete the submittal process.
- After plan review, if corrections to the plans are required, you will be notified via email. You will need to submit corrections/revisions in a timely manner.

Note: Plan Review is not required for single trade permits

PERMIT ISSUANCE

PERMIT ISSUANCE

- After your application and documents have been reviewed and APPROVED, your permit will be ready for payment of fees and subsequent issuance.
- Once the permit is issued, you can start construction.

INSPECTIONS

INSPECTIONS

- Common residential Inspections.
- How to schedule an Inspection.
- If unsure of which inspection to schedule- select 'General Consult' and the inspector will come out and discuss your project and required inspections. **(GEN-Building Consultation, GEN-Electrical Consultation, GEN-Mechanical Consultation, GEN-Plumbing Consultation)**

CERTIFICATION

CERTIFICATION

- After all the inspections have been completed. Staff will review all documents and inspections to make sure all requirements have been met.
- If all requirements are met your permit will be issued a

Certificate of Completion (COC)
or
Certificate of Occupancy (COO)

Note: This certificate completes and closes your permit.