



Osceola County Building Office  
1 Courthouse Square, Suite 1400  
Kissimmee, FL 34741  
Ph: (407) 742-0200 Fax: (407) 742-0202

## Owner-Builder Permitting Guidelines

Homeowners may apply for an owner/builder permit for the single family home or owner-occupied duplex in which they live. Examples of owner-builder permits are: replacement of windows or doors, additions/alterations, sheds, fences, screen rooms, or new dwelling that will be occupied as a full-time residence for at least one year. Owners may also pull permits for any sub-contractor work such as electrical, plumbing, mechanical, roofing, etc., under the stipulations stated below.

Owners of short-term rental property are limited to permitting fences on their property. Owners of commercial property (which they occupy themselves) are allowed to permit and perform work not exceeding \$75,000.00.

In all cases, the work must be done by the owner or his uncompensated family member or friend, or the owner may hire licensed contractors to perform the work. No unlicensed workers, day laborers, maintenance workers, or other employees of the owner may perform the work.

### Requirements:

- All residential accessory structures such as sheds, screen rooms, pool cages, carports, etc., must have 2 sets of structural drawings that are signed and sealed by an architect or engineer submitted with the permit application.
- One site plan must also be submitted that shows the location of all structures on the property, the street name, and the setbacks. This can be a copy of a formal survey or hand-drawn to scale.
- If you are obtaining your permit as owner/builder, you must sign a Statement of Fact. Please review the legal requirements of this document before you decide to act as your own contractor (available under **Documents** section of website: [www.osceola.org](http://www.osceola.org)). Your original signature on the Statement of Fact must be witnessed by the permitting staff in our office.
- Properties on well and septic must contact the Health Dept. (407) 407-742-8600 for any other requirements or applications.
- A Notice of Commencement must be filed for any work that exceeds \$2,500.00 in value for labor and materials. Therefore, we must have the value of the job filled in on line 13 of the permit application. The Notice of Commencement is signed by the owner, notarized, then recorded in the Recording Office of the new courthouse (2<sup>nd</sup> floor). A certified copy with a green stamp will be given to the owner to submit with the permit application. The form can be downloaded from our website under **Documents**.
- Roofing permits require the manufacturer, product name, and warranty on the application. All roof coverings must be tested and approved to meet the 2007 Florida Building Code for the specific area of application.
- Windows and doors (including garage doors) are important structural components of any building. Two copies of any manufacturer's specifications must be submitted with your permit application and will be checked for compliance with the Florida Building Code.
- As owner you will be asked to provide proof of ownership in the form of a Warranty Deed or tax bill.
- You will also need to provide picture ID, such as a Florida driver's license.
- Permit applications must be submitted in person; no faxed or mailed applications are currently accepted. The owner's original witnessed signature must appear on each permit application.

Once your permit application package has been submitted, your drawings and site plan will be reviewed by various departments which may take several days. Roof and fence permits are issued over the counter the same day.