

BUILDING PERMIT EXEMPTION REQUEST

House Bill 803 / Section 553.79, Florida Statutes

Administrative Processing Fee (if authorized by adopted Town fee schedule): \$ _____

Important Notice: This form is not a building permit. It is a written request for exemption from the requirement to obtain a building permit only if all statutory criteria are satisfied. Acceptance for filing does not constitute issuance of a building permit, inspection, approval, endorsement, or certification of the quality, safety, floodplain compliance, zoning compliance, drainage compliance, setback compliance, or code compliance of the work. Exempt work remains subject to all applicable laws, ordinances, codes, and private restrictions.

Section A: Exemption Type - Select ONE

☐ Exemption 1 - Minor Work Under \$7,500

Work valued at less than \$7,500 on the owner's property containing a single-family dwelling. This exemption does not apply to: (1) property partially or entirely located in a flood hazard area as defined by the Florida Building Code; or (2) electrical, plumbing, structural, mechanical, or gas work. A project may not be divided or phased to evade permit requirements.

☐ Exemption 2 - Temporary Residential Hurricane/Flood Protection Walls or Barriers

Temporary residential hurricane and flood protection walls or barriers constructed to mitigate or prevent storm surge or floodwaters from entering a structure or property. All conditions in Section E must be met. This exemption does not apply to property partially or entirely located in a flood hazard area as defined by the Florida Building Code.

Section B: Property Information

B.1. Property Address:

B.2. Property Owner:

B.3. Parcel #:

B.4. Legal Description:

B.5. Property Type: ☐ Single-Family Dwelling ☐ Two-Family Dwelling ☐ Townhouse ☐ Other: _____

B.6. Is the property partially or entirely located in a flood hazard area as defined by the Florida Building Code?

☐ Yes ☐ No ☐ Unknown

B.7. Flood Zone / FIRM Panel / Source Reviewed:

B.8. Notes regarding flood-zone determination, if any:

Section C: Contractor / Applicant Information

Owner-Builder submissions are permitted for Exemption 1 only. Exemption 2 requires installation by a contractor licensed under Part I of Chapter 489, Florida Statutes.

C.1. Applicant Type: ☐ Licensed Contractor ☐ Owner-Builder (Exemption 1 only) ☐ Agent of Owner

C.2. Company Name:

C.2.1. License Number:

C.2.2. Qualifier Name:

C.2.3. Company Phone:

C.2.4. Email:

C.2.5. Company Address:

C.3. Owner-Builder Name: _____	
C.3.1. Owner-Builder Phone: _____	C.3.2. Owner-Builder Email: _____
C.4. Agent / Authorized Representative Name, if applicable: _____	
Section D: Description of Proposed Work	
D.1. Estimated Total Project Cost: \$ _____	D.2. Scope Documentation Provided: ☐ Contract ☐ Estimate ☐ Invoice ☐ Other: _____
D.3. Description of all work to be performed (include all related work; no phasing or subdivision permitted): _____ _____ _____	
D.4. Square Footage / Linear Footage Affected: _____	D.5. Location Within Structure / Property: _____
D.6. Does the proposed work include any electrical, plumbing, structural, mechanical, or gas work? ☐ Yes ☐ No If yes, Exemption 1 is not available. A building permit may be required.	
D.7. Has the work been divided into separate contracts, phases, invoices, or projects to remain below the \$7,500 threshold? ☐ Yes ☐ No If yes, Exemption 1 is not available.	
D.8. Is the project described as one complete project, with all related work disclosed? ☐ Yes ☐ No	
D.9. Proposed Start Date: _____ Proposed Completion Date: _____	
Section E: Temporary Hurricane / Flood Protection Wall or Barrier Conditions	
<i>Complete this section only if Exemption 2 is selected. Leave blank if not applicable.</i>	
E.1. Structure Type: ☐ Single-Family Dwelling ☐ Two-Family Dwelling ☐ Townhouse	
E.2. ☐ Confirmed - The wall or barrier is temporary, nonhabitable, and non-load-bearing.	
E.3. ☐ Confirmed - The wall or barrier is constructed to mitigate or prevent storm surge or floodwaters from entering a structure or property.	
E.4. ☐ Confirmed - The wall or barrier will be installed by a contractor licensed under Part I of Chapter 489, Florida Statutes.	
E.5. ☐ Confirmed - The wall or barrier complies with all applicable local zoning, drainage, easement, and setback requirements.	
E.6. ☐ Confirmed - The property is not partially or entirely located in a flood hazard area as defined by the Florida Building Code.	
E.7. Description of barrier location and dimensions: _____	
Section F: Required Attachments - Check All Enclosed	
☐ Written contract or other documentation demonstrating the nature and scope of work to be performed. Required for all exemption requests.	☐ Documentation demonstrating project value. Required for Exemption 1.

☐ Flood-zone / flood-hazard documentation, if available, including FIRM panel or flood zone determination. Town may independently verify.	☐ Contractor license documentation under Part I of Chapter 489, Florida Statutes. Required for Exemption 2.
☐ Site plan or diagram showing proposed wall/barrier location and dimensions. Required for Exemption 2.	☐ Owner-Builder affidavit. Required for Owner-Builder submissions.
☐ Written authorization to act as agent for owner, if applicant is not the owner or owner's contractor.	☐ Additional documents requested for administrative completeness: _____

NOTE: Work covered by an exemption request must be disclosed as a single, complete project. Phasing, subdividing, or separating a project into smaller contracts, invoices, phases, or scopes to qualify for an exemption is prohibited and may void the exemption request.

NOTE: The Building Department may request correction or additional information if the submitted request is incomplete or if the documentation does not demonstrate eligibility for the claimed exemption.

Section G: Legal Disclaimer / Limitation of Town Responsibility

By submitting this Building Permit Exemption Request, the property owner, applicant, contractor, and their respective successors and assigns acknowledge and agree that the Town of Dundee, its officers, employees, agents, and representatives owe no legal duty to the property owner, applicant, contractor, or their successors or assigns with respect to work performed pursuant to an exemption under House Bill 803 / Section 553.79, Florida Statutes. The Town expressly disclaims liability arising from, related to, or connected with exempted work, including but not limited to structural failure, property damage, personal injury, flooding, drainage impacts, or other loss or harm. Acceptance or administrative acknowledgment of this request does not constitute issuance of a building permit, inspection, approval, endorsement, warranty, or certification of the quality, safety, floodplain compliance, zoning compliance, drainage compliance, easement compliance, setback compliance, or code compliance of the work. The property owner, applicant, and contractor remain solely responsible for ensuring that all work complies with the Florida Building Code, Town Code of Ordinances, zoning, floodplain management, drainage, easement, right-of-way, utility, federal, state, and local requirements, and any applicable private covenants or restrictions.

Section H: Application Terms

H.1. I have read and understood the exemption criteria and the legal disclaimer.	☐ Yes	☐ No
H.2. This request has been filled out completely and all required attachments are enclosed.	☐ Yes	☐ No
H.3. The project described is one complete project and will not be phased or subdivided to avoid permitting.	☐ Yes	☐ No
H.4. For Exemption 1: The proposed work does not include electrical, plumbing, structural, mechanical, or gas work.	☐ Yes	☐ No ☐ N/A
H.5. For Exemption 1 and Exemption 2: The property is not partially or entirely located in a flood hazard area as defined by the Florida Building Code.	☐ Yes	☐ No ☐ Unknown
H.6. I understand this exemption does not waive any other approval, permit, private restriction, or code requirement.	☐ Yes	☐ No

Section I: Property Owner / Agent of Owner Acknowledgment

Application is hereby made for a building permit exemption as indicated. I certify that the information provided is accurate and complete; that the work described qualifies for the exemption claimed; that no work subject to this exemption will commence prior to submission and acceptance for filing of this form; and that all work will be performed in accordance with all applicable laws and codes. A contractor or agent may sign as agent of the owner only if authorized to do so. Owner-Builders must also complete the Owner-Builder Affidavit.

Print Name of Property Owner / Agent: _____	Signature of Property Owner / Agent: _____
--	---

State of _____	County of _____
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who is ☐ personally known to me or ☐ produced _____ as identification.	
Notary Signature: _____	Notary Seal: _____
Section J: Qualifier / Contractor Acknowledgment	
Required for contractor submissions and for all Exemption 2 requests. I certify that the information provided is accurate and complete; that I am properly licensed for the work described; that the work described qualifies for the exemption claimed; and that all work will be performed in accordance with all applicable laws and codes.	
Print Name of Qualifier / Contractor: _____	Signature of Qualifier / Contractor: _____
License Number: _____	Company Name: _____
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who is ☐ personally known to me or ☐ produced _____ as identification.	
Notary Signature: _____	Notary Seal: _____
Section K: Town Use Only - Administrative Completeness Review	
Date Received: _____	Received By: _____
Exemption Claimed: ☐ Exemption 1 ☐ Exemption 2	Required Documentation Received: ☐ Yes ☐ No
Flood-Hazard Review Completed: ☐ Yes ☐ No	Property appears to be in flood hazard area as defined by FBC: ☐ Yes ☐ No ☐ Unable to Determine
Administrative Action: ☐ Accepted for Filing ☐ Incomplete ☐ Does Not Qualify	
Reason if incomplete or does not qualify: _____ _____	
Staff Initials: _____	Date Applicant Notified: _____
Town Acknowledgment: This administrative acknowledgment is not a building permit and does not authorize work requiring any other federal, state, county, Town, zoning, floodplain, drainage, easement, right-of-way, utility, or private approval. The applicant remains solely responsible for compliance with all applicable requirements.	