

TENNIS COURTS

Please submit/upload plans in PDF format

Applicant must provide the following items:

Please indicate items submitted with a checkmark (✓)

Create on line as Permit Type: Building (C) or Building (R) Workclass: Alteration

1. Permit application (check appropriate trade) completed and signed _____
2. Survey with setbacks _____

Required Setback	F	R	S	S
Proposed Setback	F	R	S	S

3. Manufacturer specifications on court surface _____
4. Letter of approval from owner of property or owner's signature on back of application _____
5. Separate electric permit required for any lighting _____
6. Separate fence permit required for any fencing _____

FENCES

Please submit/upload plans in PDF format

Applicant must submit the following items:

Please indicate items submitted with a checkmark (✓)

Create online as Permit Type: Building (C) or Building (R) Workclass: Fence

1. Permit application (check appropriate trade) completed and signed _____
2. **Completed Fence Construction Certification Form** (for one and two family and townhouses only) _____
3. **Fence height and *lineal* feet written on application** _____
4. **Survey** with fence footage and location
(Indicate distance from fence to property lines below) _____
5. Write the setbacks (distance) to property lines below _____

Required Setback	F	R	S	S
Proposed Setback	F	R	S	S

6. Typical fence sections and specifications _____
7. Utility Easement Agreements, if fence is in utility easement _____
 - a. Florida Power and Light _____
 - b. At&T _____
 - c. Water Department (Jupiter or Tequesta) _____
 - d. Loxahatchee River Environmental Control District _____
 - e. Teco Gas _____
 - f. Cable Company _____
8. Letter of acceptance (RME form) from next door neighbor if fence is within a Reciprocal Maintenance Easement _____
9. Drainage Easement Agreement, if fence is in drainage easement _____
10. Owner/Builder affidavit, if applicable _____
11. Commercial fences may require fire rescue plan review fee and fee. This will be determined by the plans examiner _____

**IF RESIDENT LIVES IN A DEED RESTRICTED COMMUNITY,
OBTAIN HOMEOWNERS ASSOCIATION APPROVAL PRIOR TO COMMENCING WORK**

SEE SAMPLE FENCE SECTIONS FOR FURTHER CLARIFICATION



Fence Construction Certification Form

Town of Jupiter Building Department

Permit # _____

(Print Name) I, _____ intending to be legally bound, hereby certify the fence construction/replacement will be installed in accordance with the current Town of Jupiter ordinance and approved plans for fences.

Pool Barrier? Yes Commercial Yes

At said property _____ Date: _____

Signature, Permit Qualifier: _____

License # _____

State of Florida
Palm Beach County

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ (Year).

by _____ who
(Name of Person Acknowledging)

Personally Known _____ Or Produced Identification _____

Type of Identification Produced _____

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

210 Military Trail
Jupiter, Florida
(561) 741-2286 Telephone
(561) 741-0911 Fax



Town of Jupiter
 Building Department
 210 Military Trail
 Jupiter, Florida 33458
 (561)741-2286
 Fax: (561)741-0911

EASEMENT AGREEMENT

DATE _____

I propose to apply for a Town permit to erect _____ in the utility easement on my property at _____

Lot: _____ Block: _____ Subdivision: _____

Brief description of dimensions and location from property lines: _____

In the event that you have no objections to this project, will you please complete this form and return to me:

CONTRACTOR/OWNER: _____

Address _____

Email: _____ Fax: _____

I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of this _____ and that any removal or replacement of this construction for your use of this easement will be done at my expense.

SIGNATURE OF OWNER: _____

UTILITY COMPANY/DEPARTMENT

We agree to the proposed construction under the circumstances described above.

Mail, fax or email to:

AT&T ENGINEERING DEPARTMENT
 Cassandra Hendrix
 321 SE 2nd Street
 Delray Beach, FL 33483
 Fax: 561-272-8695
 Email: G30576@att.com

Utility Company:

COMCAST CABLE
 Email: Sandra_Stockner@comcast.com

COMMENTS:

FLORIDA POWER & LIGHT - Jupiter Operations
 100 Delaware Blvd (561) 575-6335
 Fax: 561- 575-6333 or 561-616-1625
 Email: Michael.baldwin@fpl.com

Print Name

SEWER (LOXAHATCHEE RIVER DISTRICT)
 (561)747-5700
 Fax: 747-9929 Attn: **Engineering Dept**

SIGNATURE

JUPITER WATER DEPARTMENT
***Include boundary survey indicating location of project marked by XX**
 *A separate indemnity agreement may be required.
 Customer Service Fax: 741-2539
 Contact (561)746-5134 for information

TITLE:
 (Please Print)

TECO PEOPLES GAS 561-741-4701
 1363 Jupiter Park Drive
 Fax: 741-4028

REV 6/27/18

***** IMPORTANT *****
Call 811 prior to digging in order to locate existing underground services.



DRAINAGE EASEMENT AGREEMENT

Name: _____ Permit # _____

Address: _____ Jupiter, Florida _____

Lot: _____ Block: _____ Subdivision: _____

In consideration of the issuance of a Building Permit by the Town of Jupiter for a:

(Describe work to be done)

The above owner of said property agrees to remove at no expense to the Town of Jupiter the described construction from the building site also known as a Town Drainage Easement, within ten (10) days of written notice addressed to them or their successors in interest stating to them that the said drainage easement is to be put to use. It is agreed that if this construction is not removed in the allotted time by the owner, the Town shall do so without obligation to rebuild or replace.

It is also agreed that this Agreement may be recorded in the official records of the Town of Jupiter, Florida, Palm Beach County, and that this Agreement shall run with the land and be binding upon the heirs, successors and assigns of the owner.

Signed, sealed, executed and acknowledged this _____ day of _____, 20 _____

Before me personally appeared, and to be known to be the person described herein who executed the foregoing instrument and they acknowledged to me the execution thereof to be their free act and deed for the uses and purposes therein mentioned.

WITNESS my signature and official seal the day and year last mentioned.

Notary Public

Signature of Owner

Printed Name of Notary

Printed Name of Owner

My Commission Expires: _____

(Notary Seal or Stamp)



EASEMENT AGREEMENT

Reciprocal Maintenance Easement

Date _____

Property Owner _____
(Owner applying for permit)

Address _____ City _____ Zip Code _____

I propose to apply for a city permit to erect _____ in the reciprocal maintenance on my property at _____ Lot _____ Block _____ Subdivision _____

Brief description of dimensions and location from property lines:

Adjoining Property Owner _____

Address _____

I understand that you (the adjoining property owner) will not be responsible in any way for repairs to, or replacement of, any portion of this _____ and that any removal or replacement of this construction necessary for your use of this easement will be done at my (fence owner) expense.

Signature of Owner _____

ACKNOWLEDGEMENT this _____ day of _____ 20 _____

(Adjoining Property Owner Signature) **Must be Notarized**

(Print Adjoining Property Owner Name)

Verification of Adjoining Property Owner's signature

STATE OF FLORIDA
COUNTY OF PALM BEACH
TOWN OF JUPITER

I HEREBY CERTIFY that on this _____ day of _____, 20 _____ before me personally appeared _____ (**the adjoining property owner**) to be known to be the person described herein and who executed the foregoing instrument and they acknowledged to me the execution thereof to be their free act and deed for the uses and purposes therein mentioned.

WITNESS my signature and official seal the day and year last mentioned.
My commission expires:

NOTARY PUBLIC, STATE OF FLORIDA



TOWN OF JUPITER BUILDING DEPARTMENT

210 Military Trail, Jupiter, Florida 33458

(561) 741-2286 ◆ Fax 741-0911

OWNER/BUILDER AFFIDAVIT & DISCLOSURE STATEMENT FORM
Florida Statutes, Chapter 489.103(7)

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. 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 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.

*Pursuant to Florida Law, Chapter 489 Part 1, property owners qualified to act as their own contractor **must personally appear at the building department and sign the permit application, and deliver the Affidavit along with appropriate identification***

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 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 (805) 487-1395 or www.myfloridalicense.com/dbpr 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 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 a 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.

OWNER/BUILDER AFFIDAVIT & DISCLOSURE STATEMENT FORM

Signature	Print Name
Date	Florida Driver's License No.

NOTARY PUBLIC

The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____ who produced _____ as identification and who did (did not) take an oath.

Signature	Printed Name	Date
Serial No. _____	Commission Expires _____	