

# OWNER IS CONTRACTOR REGISTRATION FORM

If you want to perform work on your own residential property, follow these instructions.

1. Read the owner/builder disclosure affidavit to see if you qualify.
  - If you qualify, continue to #2.
  - If you don't qualify, stop here and hire a licensed contractor.
2. Email request to Contractor Licensing at '**contractorlicensing@mypasco.net**'.
  - Attach this completed form with the signed and notarized "owner/builder disclosure".
3. Create a user account at: <https://aca-prod.accela.com/pasco>
  - Enter your User ID in the section below.
4. A **temporary** license will be created and linked to your account and you will receive a confirmation email.
5. Once above steps are complete, you may create your permit application (link above).

## REQUIRED INFORMATION (must be legible)

Homeowner Name \_\_\_\_\_

Homeowner Address \_\_\_\_\_

City and Zip \_\_\_\_\_

Homeowner Phone \_\_\_\_\_

Homeowner Email \_\_\_\_\_

User ID (that you created) \_\_\_\_\_

**PLEASE NOTE:** Only enter the address for the permit you are applying for. We will verify the address with the Pasco County Property Appraiser for ownership. Check this box if your address is protected and blocked.

Click here to visit our website for online permitting instructions, permit checklists, video tutorials, and more (<https://www.pascocountyfl.net/427/Building-Construction-Services>)