

Sarasota County Planning and Development Services

New Commercial Application Packet

South County:

Planning and Development Services
4000 Tamiami Trail S. Room 122
Venice, Florida 34293-5076
941-861-3282 (Fax)

North County:

Planning and Development Services
1001 Sarasota Center Blvd
Sarasota, Florida 34240
941-861-6471 (Fax)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

**Minimum Plan Requirements – New Commercial
Building and/or WNCA Work Permit Application
Environmental Services Review for Consistency Supplement
Checklist for Plans Review of Commercial Building
Tree Permit Application
Landscape Compliance Certification & Checklist
Notice of Commencement**

- * Guide to Public Food Service Establishment Plan Review
- * Fuel Gas Permit Checklist
- * Checklist for Lawn Irrigation Applications

* If required, the form is available online under “Forms & Applications” at <https://building.scgov.net>



PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd, Sarasota, FL 34240
4000 S. Tamiami Trail, Room 122, Venice, FL 34293
Sarasota 861-6678 Venice 861-3029

MINIMUM PLAN REQUIREMENTS New Commercial Construction

Expiration of Permit Applications and
Notice of Road, Park, and Library Impact Fees

Provided Required

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of drawings, three (3) if an historical property or on well or septic, along with required septic engineering package. Plans shall be submitted in accordance with appropriate Plans Checklist as listed below: <i>(Please indicate appropriate plans checklist.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Checklist for Plans Review of Commercial Buildings (2 original signed, sealed & dated) |
| <input type="checkbox"/> | <input type="checkbox"/> | Window, Door, Garage Door, and/or Shutter Manufacturer's Installation Specifications (2 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Window, Door, Garage Door, and/or Shutter Manufacturer's Testing Data <u>OR</u> (2 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Window, Door, Garage Door, and/or Shutter Manufacturer's Notice of Acceptance Letter (NOA) (2 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan, with setbacks (1 original and 1 copy)(Extra copy if on well or septic) |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Calculations including Manual-J (1 original and 1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Florida Energy Efficiency Code Forms, as applicable (1 original) |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineered Roof Framing Plans/Truss Plans (1 original and 1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas Checklist (1 original and 1 copy) (If applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Manual/Specification Book (2 signed, sealed & dated copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Commencement, recorded by the Clerk of Circuit Court (1 copy)
(Due prior to first inspection) |

Expiration of Permit Applications per Section 105.3.2, Florida Building Code:

An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of filing for the permit, unless before then a permit has been issued. One (1) extension of time of not more than 90 days may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated.

Signature of Permit Applicant *Date*

NOTICE OF ROAD, PARK, AND LIBRARY IMPACT FEES:

(Applies to all new residential and commercial construction, commercial additions, and some commercial alterations.)

The Board of County Commissioners has adopted several Ordinances requiring the payment of impact fees to assist in funding the road, park, and library capital improvements that new growth will demand. These Ordinances include 89-97 as amended, and 2000-022 Schedule A-2000 for Roads, Ordinance 99-039 for Parks, and Ordinance 99-040 for Libraries.

The amount of the impact fees due will be calculated according to the applicable formulas set forth in these ordinances and shall be paid before the Certificate of Occupancy (C.O.) is issued.

The undersigned owner or owner's agent for the Building Permit Application for work located at;

(Write address and street or legal description of job site location.)

certifies and acknowledges they have read the forgoing notice and have received a copy thereof.

Signature of Owner or Agent *Date*

**SARASOTA COUNTY, FLORIDA
BUILDING AND/OR WNCA WORK
PERMIT APPLICATION**

(THIS IS NOT A PERMIT)

South County:

Planning and Development Services Business Center
4000 Tamiami Trail S. Room 122
Venice, Florida 34293-5076
941-861-3282 (Fax)

North County:

Planning and Development Services Business Center
1001 Sarasota Center Blvd
Sarasota, Florida 34240
941-861-6471 (Fax)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

CONSTRUCTION LIEN LAW: The Construction Lien law (Chapter 713, Part I, Florida Statutes) provides a method by which a contractor, subcontractor, laborer, building material supplier, architect, landscape architect, interior designer, engineer or land surveyor may claim a lien on real property on which he/she has done work or to which he/she has furnished materials.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

COUNTY RESPONSIBILITY: Nothing herein shall be deemed to authorize or create a duty on the part of the County and its officers, agents and employees to assure or guarantee construction and work in compliance with County ordinances or the plans and specifications submitted thereunder. County officials administering this permit conduct only spot checks to the best of their ability and within the limitations of the available time and personnel. No expectations based upon permits or approvals issued hereunder should arise that construction and work performed pursuant to said permits or approvals does in fact comply with County ordinances or the plans and specifications submitted thereunder. Any person desiring to assure such compliance should seek the assistance of independent persons qualified to perform such evaluations.

WNCA WORK PERMIT APPLICATIONS: This application may be utilized to file jointly (or separately) for Water and Navigation Control authority (WNCA) permits: **Minor or General** for the construction and repair of docks, bulkheads, boathouses, rock revetments, fishing piers, boat-lifts, davits, and maintenance dredges or **Major** for those proposals that do not qualify for a Minor or General permit (ask for a Major Work Permit application supplement). **Submitted plans shall meet the requirements provided on the WNCA application supplement.**

TRANSMISSION TOWER APPLICATIONS: This application may be utilized to file jointly (or separately) for a Transmission Tower. **Submitted plans shall meet the requirements provided on the Transmission Tower application supplement.**

COMPLIANCE: The owners, authorized agent or contractor certifies that, together with plans and specifications submitted to the Development Services Business Center, Permitting & Inspection Services, this application shows a true representation of the construction to be accomplished under this permit. It is understood that any deviations from the original documents, unless approved by the Planning and Development Services Business Center's Director, will render the permit invalid. The owner(s), authorized agent or contractor further agrees to comply with all Sarasota County laws and codes pertaining to the work and agree at any time to make all changes required by the Planning and Development Services Business Center's Director to conform to County and State ordinances, laws and regulations.

EXPIRATION OF PERMIT: A Building Permit issued pursuant to this application will become invalid after 180 days from the date of issuance if the work is not commenced or is suspended or abandoned, or if more than 180 days elapse between required inspections and no Certificate of Occupancy has been issued. Construction authorized under a **Water and Navigation Control Authority (WNCA) Work Permit** issued pursuant to this application must be commenced within 180 days from the date of issuance and shall be completed within one year from the date of issuance. In the event that authorized work is not commenced or completed within said time periods, reapplication must be made to Development Services Business Center for reauthorization.

EXPIRATION OF PERMIT APPLICATIONS: Section 105.3.2, Florida Building Code – An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of filing for the permit, unless before then a permit has been issued. One (1) extension of time of not more than 90 days may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated. WNCA permit applications may be withdrawn by the WNCA Ordinance Administrator if timely responses to requested additional information are not received, subject to Section 54-654(5)(b) of the WNCA Ordinance.

REFUNDS: Refunds of fees shall be based on Sarasota County Fee Resolution No. 2007-229, Exhibit A, Section 6.K.

**PERMIT APPLICATION (NEW CONSTRUCTION) OR
 WATER NAVIGATION CONTROL AUTHORITY PERMIT**

Application must be filled out completely and signed by the contractor, authorized agent or owner **BEFORE** processing can begin.

Minimum two (2) sets of plans, three (3) sets if on well and/or septic [FBC 2010]

To be completed by applicant – PLEASE PRINT CLEARLY:

Estimated Cost \$ _____ **Parcel ID** _____ - _____ - _____

Project Address: _____
(Street Address) (Apt/Suite/other) (City) (Zip)

Legal Description: Lot _____ Block _____ Subdivision _____

Metes & Bounds Name of Waterway _____ If a WNCA Permit select: General Major Minor

Check box if **Primary** contact

Contractor License Holder Name _____ License # _____

Business Name _____

Business Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone _____ Fax _____ E-Mail _____

Check box if **Primary** contact

Property Owner _____ Phone _____ E-mail _____

Mailing Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Check box if **Primary** contact

Architect/Engineer _____ License # _____

Business Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone _____ Fax _____ E-Mail _____

Check box if **Primary** contact

Agent/Other Contact _____ Phone _____ Fax _____

E-mail _____

Number of extra jobsite copies _____	Number of Units _____ Number of Stories _____	Service Amperage _____
Water Source <input type="checkbox"/> Central <input type="checkbox"/> Well	Sewer Source <input type="checkbox"/> Central <input type="checkbox"/> Septic	Type of Gas <input type="checkbox"/> LP <input type="checkbox"/> Natural
Food Service <input type="checkbox"/>	Shell Only <input type="checkbox"/>	Lawn Irrigation <input type="checkbox"/>

Detailed Work Description

If applying for a COMMERCIAL PERMIT, please complete this section as well:

Current Business Use _____ **Proposed business use** _____



Environmental Permits and Reviews

Development of property in Sarasota County is subject to reviews for environmental protection as well as for public health, safety and welfare. There are regulations in the Sarasota County Code of Ordinances and Comprehensive Plan that may require an environmental review associated with the building permit, or even a separate environmental permit. Please read the guidance below and be sure to coordinate with Environmental Permitting if any of the noted conditions apply to your property.

Important: No clearing or site preparation should occur BEFORE the appropriate approval is granted.

An environmental review will be required if any of the following physical features are located on your property or if you wish to conduct any of the activities below.

- Shorelines (gulf or bay), creeks, lakes, ditches or canals.
- Dock and shoreline protection structures (e.g. seawall, rock revetment).
- Myakka River.
- Wetlands.
- Preservation / Conservation areas or conservation easement.
- Natural habitat (e.g. scrub, mesic hammock, coastal hammock).
- Protected wildlife species (e.g. bald eagle, Florida Scrub-jay, gopher tortoise).
- Trees, Grand Trees or Canopy roads.
- Cut down trees.
- Dig up the earth, create a pond, or other excavation, or place fill/stockpile on the property.

**To obtain additional Environmental Permitting information, call
(941) 861-5000 and ask for an Environmental Specialist.**

Air & Water Quality

Storage Tanks and Asbestos

To ensure that your permit application is processed quickly, please answer the following questions.

If any of the questions are answered yes, please contact Air & Water Quality through the County Call Center at (941) 861-5000 to obtain additional information pertaining to these activities.

- Does the activity involve Storage Tanks (excluding propane)? Yes No
- Does the activity involve the renovation or demolition of a commercial building? Yes No
- Does the activity involve the renovation or demolition of more than one residential building, or greater than 4 living units within a property? Yes No

State of Florida Permitting

If your project involves altering surface water flow a State of Florida Environmental Resource Permit may be required. For guidance and to determine whether or not you need a permit please visit the Department of Environmental Protection (DEP) website at: <http://www.dep.state.fl.us/water/wetlands/erphelp/index.htm>.

If stormwater will discharge from your construction site the work may require a National Pollutant Discharge Elimination System (NPDES) Generic Permit for Stormwater Discharge from Large and Small Construction Activities (often referred to as the NPDES Construction Generic Permit). For guidance and to determine whether or not you need a permit please visit the DEP website at: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>.

If you will be dewatering, a permit may be required from the State of Florida. Please contact the DEP South District for guidance at (239) 344-5600.



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Sarasota, Florida 34240
941-861-6471 (Fax)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

Owner/Builder Disclosure Statement (Applies only if owner is acting as the contractor)

Requested and attached or N/A

Owner/Builder Disclosure Statement is Required pursuant to Section 489.103(7), Florida Statutes

CONTRACTOR/AGENT/OWNER AFFIDAVIT

Application is hereby made to obtain a permit to the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulation construction in this jurisdiction. I further certify that I have entered into a contact with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate and that the work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the correct Florida Building Code, regulations, and ordinances, as well as the payment of all legally constituted fees regarding this development application including but not limited to ALL REVIEW FEES AND PERMIT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc. NOTICE: In addition to the requirements for this permit, there may be additional restrictions to this property that may be found in the public records of the county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulation construction and zoning. I agree to allow any authorized employee of Sarasota County to enter upon the premises associated with this project for the purpose of ascertaining compliance with the terms and conditions of the application, or permit, and/or permit stipulations.

WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

Under penalty of perjury, I hereby declare that I have completed the foregoing document and all document attached hereto and incorporated herein by reference and that all of the information contained therein is true and correct to the best of my knowledge.

I hereby acknowledge that I have read and understood the above affidavit on the _____ day of _____, 20____.

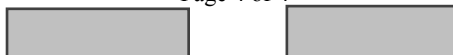
(Signature of Owner/Agent/Contractor) _____ STATE OF FLORIDA, COUNTY OF
(Printed Name)

_____ Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____,
by, _____ Personally Known or Produced ID _____
(name of person making statement) (Type of ID & Number)

Notary Signature: _____ Notary Name Printed: _____

Commission Number _____ (Notary Stamp)

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.



REVIEW FOR CONSISTENCY WITH ENVIRONMENTAL PERMITTING REGULATIONS FOR BUILDING PERMIT APPLICATIONS

All proposed horizontal construction plans are reviewed to determine if the proposed plans are consistent with the environmental permitting protection regulations contained within the Sarasota County Codes listed below.

To determine if your proposed project is consistent with environmental permitting protection regulations, please depict the location of all items on the Site Plan Check list that are appropriate for your property on your plans.

Upon reviewing the submitted plans, additional information may be required to make a determination whether the proposed project requires additional permits or approvals from the County.

Site Plan Checklist

Please contact Environmental Permitting staff at 941-861-5000 for more information regarding these requirements prior to submittal.

- Gulf Beach Setback Line/Barrier Island Pass Twenty-Year Hazard Line
- State jurisdictional wetlands (mangrove swamps, freshwater wetlands, etc.)
- Location and elevation of the Mean High Water Line
- Location and elevation of the shoreline top-of-bank
- Shoreline protection structures (bulkheads, seawalls, rock revetments, etc.)
- Other shoreline structures (dock, fishing piers, boat-lifts, davits, etc.)
- Proposed fill material including the limits of the required house pad/slope
- Best management practices (i.e., silt fence, erosion control devices, etc.)
- Any on-site excavation for fill material
- All trees to be protected and removed
- Existing and proposed ponds/lakes/etc.
- Native upland habitats (scrub, pine flatwoods, mesic hammock, coastal hammock, etc.)
- Conservation easements
- Preserve areas
- Mitigation areas
- Myakka River Protection Zone

SARASOTA COUNTY CODES

Coastal Setback Code (Sarasota County Code, Chapter 54, Article XXII). Prohibits construction seaward of the Gulf Beach Setback Line (GBSL) and/or waterward of the Barrier Island Pass Twenty-Year Hazard Line on properties along the Gulf of Mexico. A variance to the Code requires a petition heard by the Board of County Commissioners. Note that the Florida Department of Environmental Protection (FDEP) also regulates construction along the Gulf of Mexico.

Water & Navigation Control Authority - WNCA (Sarasota County Code, Chapter 54, Article XX). Regulates dredge and fill activities and other alterations to all water areas, watercourses, waterways, inlets, bays, bayous, submerged lands, shorelines, wetlands, sovereignty lands and any associated contiguous areas landward to the top of bank in the coastal area of Sarasota County, including but not limited to docks, fishing piers, boat-lifts, rock revetments, bulkheads, and maintenance dredging.

Tree Protection Code (Sarasota County Code, Chapter 54, Article XVIII). Regulates tree protection and tree removal for development and construction activities.

Earthmoving Code (Sarasota County Code, Chapter 54, Article XII). Regulates filling, excavating, burying, hauling and stockpiling, including excavation for ponds and lakes.

Land Development Regulations (Sarasota County Code, Chapter 72). Regulates site and development plans and subdivision plans prior to Building Permit application. Note that many native habitats (upland and wetland) have been required to be preserved and these preserve areas may be located on separate tracts or may be located directly on a residential lot.

Wildlife Protection. The U.S. Fish & Wildlife Service and the Florida Fish & Wildlife Conservation Commission regulate endangered, threatened, and species of special concern. If habitat of a protected species exists in the proposed construction area or protected species have been observed, Resource Protection requires coordination with the appropriate federal or state agency prior to permit issuance.

Myakka River Protection Zone - MRPZ. New standards have been adopted to implement the Myakka River Protection Plan, developed as a protection measure for the Myakka River and its adjacent wetlands. The new standards for protection apply to landowners whose land lies within 220 feet upland from the River Area. The standards address: zoning setbacks, buffers for wetlands and the watercourse, the removal of vegetation, tree protection and earthmoving. The river is a "Wild and Scenic River," as designated by the State of Florida, and as such is maintained as a free-flowing, healthy river that enhances the quality of life not only for the people, plants and animals living along its banks, but for county residents and visitors who enjoy the recreational opportunities the river offers.

**OTHER PERMITS MAY BE REQUIRED FROM THE
FOLLOWING AGENCIES:**

U.S. Army Corps of Engineers
Tampa Regulatory Office
10117 Princess Palm Ave.,
Suite 120
Tampa, FL 33610-8302
Phone 813-840-2908

**Florida Department of
Environmental Protection**
Environmental Resource Program
2295 Victoria Avenue, Suite 364
Fort Myers, FL 33901
Phone 239-344-5600

**Southwest Florida Water
Management District**
Tampa Service Office
7611 US Highway 301
Tampa, FL 33637
Phone 813-985-7481

**Florida Fish and Wildlife
Conservation Commission**
Office of Environmental Services
Colonial Promenade Burnt Store
3941 Tamiami Trail, Suite 3111
Punta Gorda, FL 33950
Phone 941-575-5784

U.S. Fish and Wildlife Service
1339 20th Street
Vero Beach, FL 32960-3559
Phone 727-562-3909

**For more information contact Sarasota County Environmental Protection Division
ENVIRONMENTAL PERMITTING**

at 941-861-5000 or visit the following locations:

North County - 1001 Sarasota Center Blvd., Sarasota, Florida 34240

South County (S. of Blackburn Point Rd.) - 4000 S. Tamiami Trail, Venice, Florida 34285

Checklist for Plans Review of Commercial Buildings – FBC

Two (2) Copies of This Form To Be Completed By The Architect Or Engineer
Of Record, Both Signed, Sealed, Dated and Submitted With the Building Permit Application Package
APPLICATIONS CAN NOT BE PROCESSED UNLESS ALL REQUIRED INFORMATION IS SUBMITTED

The County of Sarasota, Inspection and Permitting Services, Plan Review Section, requires the following information:

Contractor: _____ Telephone No.: (_____) _____ - _____

Date: ____ / ____ / _____ Building Location: _____

Description of Use: _____ **Flood Zone _____
(i.e., Beauty Salon, Barber Shop, Medical Office, Sales Office, Bar, Restaurant, Take Out Food, Shell Bldg., Retail Sales , etc.)

Building Code & Edition: FBC 2010 Other: _____ Threshold Building: Yes - No
(Fla. Statute 553.73(1) (a) (Fla. Statute 553.71(11) (circle one)

New Bldg _____ Addition Only _____ Addition with Alteration _____ Interior Build Out _____ Alteration Only _____
(Primary Scope of Work)

Existing Building Classification of Work: Addition _____ Repair _____ Relocated Bldg _____
Alteration Level 1 _____ Level 2 _____ Level 3 _____ Change of Occupancy _____
* (As defined and classified per The Florida Existing Building Code, Chapter 4) (Multiple classifications may apply)

Type of Occupancy: **A1 A2 A3 A4 A5 - B - D - E - F1 F2 - H1 H2 H3 H4 H5 - I1 I2 - M - R1 R2 R3 R4 - S1 S2 - U**
FBC, Chapter 3 (circle one)

Construction Type: **IA IB IIA IIB IIIA IIIB IV VA VB** Fire Sprinkled: Yes - No
FBC, Chapter 6 (circle one) FBC, Chapter 9/SC Utility Code (circle one)

Building Area or Height Modification: (If yes, plans shall include calculations) Yes - No
FBC, Chapter 5 (circle one)

Water Service: Central - Well Sewer Service: Central - Septic
(Circle One) (Circle One)

1) Design Wind Speed _____ MPH 2) Wind Load Determination ASCE7-10 _____ Other _____
(FBC 1603.1.4 & 1609.3) (FBC 1609.1.1)

3) Wind Exposure _____ 4) Internal Pressure Coefficient _____
(FBC 1609.4.3 - B, C, D) (**Opening protection is required in Sarasota County per FBC 1609.1.2)

5) Wind Design Pressures for Components and Cladding _____ psf.
(FBC 1603.1.4) (Opening Design Pressures to be identified on plans)

- 1) Plans (or pages) prepared by a Registered Architect or Engineer must be signed, sealed, dated and include in the title block the name, address, and phone number of the responsible design professional.
- 2) Two (2) sets of plans, if central water and sewer (see plans checklist). Three (3) sets of plans, if central water and septic tank or food/beverage service.
- 3) **Provide all applicable items listed. (Circle or check items to confirm they are provided.)**
 - a. Minimum Plan Information - (FBC 107.2 and 107.3) Required
 - b. Energy Code Forms – Completed, Signed and attached to each plan- (FBC-Energy Conservation) Required
 - c. Survey and Benchmark - (All New Buildings and Additions, N/A for Interiors Only) Yes N/A

- | | | |
|---|--------------|--------------------------|
| d. Site Plan(s) - (All New Buildings and Additions. Key-Plan Required For Interiors) | Required | <input type="checkbox"/> |
| e. Architectural Plan(s) - (Note Finished Floor Elevation & Building Height For New & Add'ns) | Required | <input type="checkbox"/> |
| f. One copy of Project Manual/Spec. Book - (Unless All Spec's are On Plans) | Yes | On Plan |
| g. Fire Resistive Assemblies - (Rating Agency, Numbers, Detail Drawings on Plans, FBC Chap. 7) | Required | <input type="checkbox"/> |
| h. Sarasota County New Roof Appl. Form - (Unless All Spec's are On Plans, FBC Chapter 15)
(Details of the flashing, cants, scuppers, and overflow drains are required on drawings) | Yes | N/A |
| i. Structural Plan(s) - (FBC 107.3.5 & Chapter 16, as applicable. N/A for Interiors Only) | Yes | N/A |
| j. Structural Calculations - (Available upon request. N/A for Interior Only) | Available | N/A |
| k. Designation of Special Inspector, Inspection Plan, and Shoring & Reshoring plan
(Threshold Buildings Only-FBC 110.3.7) | Yes | N/A |
| l. Soil Test Report - (Req'd Before Foundation Inspection, New Bldgs & Add'ns, FBC 1803.6) | Will Provide | N/A |
| m. Mechanical Plan(s) - (Mechanical Engineer required over \$125,000, 15 Tons, or 100 Persons)
(FBC 105.3.1.2 and Chap. 471 Fla. Statutes) | Required | <input type="checkbox"/> |
| n. Electrical Plan(s) - (Electrical Engineer required over \$125,000, 800 Amps (240 Volts)
(Chap. 471.003 (2) (h) Fla. Statutes) Effective Code: NEC 2008 | Required | <input type="checkbox"/> |
| o. Plumbing Plan(s) - (Mechanical Engineer required over \$125,000 or 250 Fixtures)
(FBC 105.3.1.2 and Chap. 471 Fla. Statutes) | Required | <input type="checkbox"/> |
| p. Fire Alarm System – (Engineering required over \$5,000) (FBC 105.3.1.2 & FS471) | Required | <input type="checkbox"/> |
| q. Sprinkler Plans/Riser Diagram Calculations - (3 Sets of Plans - N/A no sprinklers)
(FBC 105.3.1.2, Chap. 471 Fla. Statutes & Florida Administrative Code 61G15-32.004) | Yes | N/A |
| r. Accessibility Provided - (2012 Florida Accessibility Code & Florida Statute, Chapter 553) | Required | <input type="checkbox"/> |
| s. Exit Requirements - (Provide Calculations & Life Safety Plan per FBC Chapter 10) | Required | <input type="checkbox"/> |
| t. Any Food or Beverage Product – Sales or Consumption
(D.B.P.R. Approval for Restaurants... D.A.C.S. Approval for Grocery & Convenience Stores...) | Yes | None |
| u. Restaurants or Assembly Occupancy: | | |
| a) Seating Capacity and Lay out - (Dimensioned) | Yes | N/A |
| b) Grease Trap Location and Size - (Required for all food prep. and utensil washing.) | Yes | N/A |
| v. Dumpster Location - (When Dumpster Required, Minimum 12' x 12' Inside Dimension)
(Sarasota County Ordinance 2003-093 - Requires a Separate Permit) | Yes | N/A |
| w. Site Drainage & Attenuation Plan - (New Bldgs & Additions Under 2,000 Sq. Ft.) | Yes | N/A |
| x. Landscaping, Parking and Exterior Accessibility Requirements | Yes | N/A |
| y. Tree Survey - (Note: Separate Application Required for Tree Permit, Contact Parks & Natural Res.) | Yes | N/A |
| z. AHCA (or applicable health facility regulation) Approval - (Health Care Facilities) | Yes | N/A |

** Flood Resistant Construction to be designed per FBC 1612 & Sara County Floodplain Management Ordinance.

4) **By signing and sealing this checklist for plans review, I hereby make the following Professional Statement.**

Professional Statement – To the best of my knowledge said plans and specifications comply with the applicable minimum building codes and the applicable minimum fire safety standards as determined in accordance with Chapters 553 and 633, Laws of the State of Florida. - (FBC 107.1 & FBC 110.3.7.4.4)

NOTE: Plans prepared and sealed by a Registered Engineer for electrical, plumbing, and mechanical systems shall contain the Professional Statement in addition to the professional statement provided by the Architect or Engineer of Record.

INFORMATION PROVIDED BY:

(ARCHITECT/ENGINEER)

(Please sign & seal two (2) copies.)

(SEAL)

(DATE)



For staff use only

0 - RT
Fee \$
Date received

TREE PERMIT APPLICATION

TYPE OF PERMIT:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 1 & 2 Family/septic | <input type="checkbox"/> 1 & 2 Family/central | <input type="checkbox"/> Commercial | <input type="checkbox"/> Utility or road r/w |
| <input type="checkbox"/> Non-Bldg. Permit related | <input type="checkbox"/> Multi-residential | <input type="checkbox"/> Lake/Retention | <input type="checkbox"/> No Trees on Site |
| <input type="checkbox"/> Canopy Road | | | (see Section B,3) |

A SITE PLAN WITH A TREE SURVEY PRINTED ON IT IS REQUIRED AT THE TIME OF SUBMITTAL OF THIS APPLICATION. THE SITE PLAN SHALL INCLUDE THE ITEMS LISTED ON PAGE 2, SECTION B.

APPLICANT INFORMATION: Name /Company _____
 Mailing address _____ State, Zip Code _____
 Telephone (home) _____ (business) _____ Email address _____
 Contact Name _____ Phone _____

PROJECT SITE INFORMATION: Ready for barricade inspection, or Will Call when ready

Property Identification Number (s) _____
 Address _____
 Subdivision _____
 Lot _____ Block _____ Unit _____ Phase _____

Impacted Area in square feet _____
 (All proposed and existing improvements including: buildings, fill area, driveways, roads, utilities, pools, septic/ drain field, lakes or other features.)

Project Name if Commercial _____
 Directions to property _____

OWNER (s) name _____
If different from applicant
 Mailing address _____ State, Zip Code _____
 Telephone (home) _____ (business) _____ Email address _____

State the number and common name of trees to be removed, trimmed and protected.

REMOVED/PRUNED: _____

PROTECTED: _____

Why are trees to be removed or pruned? Add explanation in separate sheet if necessary (see Page 2, A. Criteria for Granting Tree Permit). An explanation of how the site plan avoids and minimizes tree impacts shall be included.

A. CRITERIA FOR GRANTING TREE PERMIT

- (1) The trees pose a safety hazard to pedestrian or vehicular traffic or unmanageably threaten to cause disruption to utility services;
- (2) The trees pose a safety hazard to people, buildings, structures, vehicles or other improvements;
- (3) The trees completely prevent access to a lot;
- (4) The trees unreasonably prevent development of a lot or the physical use thereof;
- (5) State or local regulations require fill to the extent that trees cannot be saved and the required elevations are certified by the project engineer;
- (6) The trees are diseased or are weakened by age, storm, fire, or other injury as a result of suppression by other trees or vines or site conditions, to the extent that they have lost most of their function and value, or pose a danger to persons, property, utilities, sidewalks, streets, sewers, other facilities, improvements or other trees, if so determined by the Administrator, or by the Board on appeal, respectively. It is the intent of this provision that no permit shall be granted for the removal of any tree if the hazard can be abated by any other reasonable means.

B. ITEMS TO INCLUDE WITH THE SITE PLAN AND TREE SURVEY

- (1) All proposed and existing improvements including: buildings, grade changes, driveways, roads, utilities, pool, septic/drainfield, lakes, ponds or other features. Lot dimensions, scale and north arrow.
- (2) The tree survey shall include: All trees to be removed, pruned, transplanted and protected within 50 feet of any proposed activity; tree DBH (trunk diameter at breast height which is measured at 4.5 feet above the ground); and the common name of the trees. Grand Trees shall be identified by DBH, height, the size of the dripline (in feet) and the proposed location of tree protection barricades.
- (3) The proposed tree replacement or planting program if applicable. All parcels shall have one tree per two thousand square feet of property even if no trees are present at the time the tree permit is applied for. All trees retained on site excluding exotic species shall count towards this requirement.

A recent, legible, aerial photograph, containing the information in (1) and (2) above and that reflects existing site conditions, may be acceptable, but only with prior approval by Environmental Permitting.

NOTE: If the proposed tree removal is on a non-residential lot which is already developed, then a site plan may not be required. The trees proposed for removal must be clearly marked in the field.

FINAL INSPECTIONS

All permits require final inspection by Environmental Permitting staff to ensure compliance with the provisions of the Code. Final inspections shall be scheduled by the applicant after the final grade/pruning is completed and any required trees are planted. Final inspections will be completed within three working days after notification by the applicant.

AMENDMENTS / TREE MORTALITY

If additional trees need to be removed after a Tree Permit has been issued, the applicant must obtain an amended permit prior to the removal of any additional trees. If a tree dies, the applicant shall notify Environmental Permitting. Staff will make an inspection within two days of notification. The applicant shall not remove the dead tree prior to the inspection. Failure to comply with these provisions constitutes a violation of the Code.

I hereby certify that this application, together with plans submitted herewith, is a true representation of all facts concerning the proposed removal, pruning, protection, and/or planting of trees. It is understood that any deviation from the permit once issued will render the permit null and void and shall be considered as a violation of Sarasota County Code, Chapter 54, Article XVIII.

This signed application shall constitute authorization for County staff to enter the lot to conduct inspections to determine if the applicant is in compliance with the provisions of this Code and any permit issued.

This application is made with my approval as owner or authorized agent for the owner as is evidenced by my signature below. I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS ON THE PROPERTY DESCRIBED ABOVE PERTAINING TO SARASOTA COUNTY CODE, CHAPTER 54, ARTICLE XVIII, FOR THE DURATION OF THE PERMIT.

I certify that I am the [] **OWNER**, [] **AUTHORIZED AGENT**, [] **CONTRACTOR** and that I agree to comply with Sarasota County Code, Chapter 54, Article XVIII.

SIGNATURE _____ **DATE** _____ **PRINT NAME** _____

For additional information contact Environmental Permitting
North County - 1001 Sarasota Center Blvd., Sarasota, FL 34240, 941.861.5000
South County - 4000 S. Tamiami Trail, Venice, FL 34293, 941.861.5000

A. CRITERIA FOR GRANTING TREE PERMIT

- (1) The trees pose a safety hazard to pedestrian or vehicular traffic or unmanageably threaten to cause disruption to utility services;
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- (5) State or local regulations require fill to the extent that trees cannot be saved and the required elevations are certified by the project engineer;
- (6) The trees are diseased or are weakened by age, storm, fire, or other injury as a result of suppression by other trees or vines or site conditions, to the extent that they have lost most of their function and value, or pose a danger to persons, property, utilities, sidewalks, streets, sewers, other facilities, improvements or other trees, if so determined by the Administrator, or by the Board on appeal, respectively. It is the intent of this provision that no permit shall be granted for the removal of any tree if the hazard can be abated by any other reasonable means.

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- (3) The proposed tree replacement or planting program if applicable. All parcels shall have one tree per two thousand square feet of property even if no trees are present at the time the tree permit is applied for. All trees retained on site excluding exotic species shall count towards this requirement.

A recent, legible, aerial photograph, containing the information in (1) and (2) above and that reflects existing site conditions, may be acceptable, but only with prior approval by Natural Resources.

NOTE: If the proposed tree removal is on a non-residential lot which is already developed, then a site plan may not be required. The trees proposed for removal must be clearly marked in the field.

FINAL INSPECTIONS

All permits require final inspection by Natural Resources staff to ensure compliance with the provisions of the Code. Final inspections shall be scheduled by the applicant after the final grade/pruning is completed and any required trees are planted. Final inspections will be completed within three working days after notification by the applicant.

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I hereby certify that this application, together with plans submitted herewith, is a true representation of all facts concerning the proposed removal, pruning, protection, and/or planting of trees. It is understood that any deviation from the permit once issued will render the permit null and void and shall be considered as a violation of Sarasota County Code, Chapter 54, Article XVIII.

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I certify that I am the **OWNER**, **AUTHORIZED AGENT**, **CONTRACTOR** and that I agree to comply with Sarasota County Code, Chapter 54, Article XVIII.

SIGNATURE _____ **DATE** _____ **PRINT NAME** _____

For additional information contact Natural Resources
North County - 1001 Sarasota Center Blvd., Sarasota, FL 34240, 941.861.5000
South County - 4000 S. Tamiami Trail, Venice, FL 34293, 941.861.5000



PLANNING AND DEVELOPMENT SERVICES
1001 Sarasota Center Blvd, Sarasota, FL 34240
4000 S. Tamiami Trail, Room 122, Venice, FL 34293
Sarasota (941)861-6678 Venice (941)861-3029

CHECKLIST FOR LAWN IRRIGATION APPLICATIONS

CONTRACTOR: _____ PHONE: _____ FAX: _____

OWNER: _____ BLDG ADDRESS: _____

REQUIRED ITEMS:

1. One completed Application for Building Permit.
2. One Sub-Contractor Verification Form for the Licensed Plumber who is to install each of the backflow devices and for a Licensed Electrician to install any 120 volt outlet or equipment other than low voltage.
3. Two copies of the Specifications and Installation Requirements sheet for each of the required backflow devices.
4. Two copies of a Site Plan showing the areas to be irrigated, the location of each of the required backflow devices and the location of wells, septic tanks and drainfields when applicable.
5. Utility System Backflow Assembly for premise containment. Install in the water service line between the water meter and the premises, at the meter. Contact the water utility provided for their requirements before application.

Manufacturer: _____ Size: _____

Type: _____ Model Number: _____

6. Irrigation System Backflow Device. Install in the irrigation system supply line between the irrigation system and the water source.

Manufacturer: _____ Size: _____

Type: _____ Model Number: _____

NOTES (For the irrigation system and backflow device):

1. Irrigation lines from a potable water source are considered to be potable water lines and as such, shall not be located laterally within ten feet of a septic system drainfield. (Chapter 10D-6, F.A.C.)
2. The requirements of the **FLORIDA BUILDING CODE - PLUMBING**, Section 606 should be consulted regarding minimum installation standards. Also, all devices must comply with the Florida Building Code – Plumbing, Sec. 608.16.5 and Table 608.1.
3. Types of backflow prevention devices permitted:
 - a. Atmospheric type vacuum breaker;
 - b. Reduced pressure principle backflow device; or
 - c. Pressure type vacuum breaker.
4. Atmospheric type vacuum breakers shall be installed downstream of the last control valve and at least 6” above the level of the highest sprinkler head.
5. All backflow devices shall be installed in an accessible location to allow for inspection and maintenance and so as to isolate the sprinkler system from all other piping in the water system.
6. The irrigation system shall be equipped with a rain sensing device or switch that will automatically override the irrigation cycle when adequate rainfall has occurred. (Florida Statute 373.62)

CONTRACTOR SIGNATURE: _____

DATE: _____

NOTICE OF COMMENCEMENT

Permit Number _____ Tax Folio # _____

The undersigned hereby gives notice that improvement will be made to certain Real Property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. DESCRIPTION OF PROPERTY:

(Legal description of the property and street address, if available).

2. GENERAL DESCRIPTION OF IMPROVEMENT:

This space reserved for recording

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

Name & Address: _____

Interest in Property: _____

Fee Simple Title Holder (if different from owner listed above): _____

4. CONTRACTOR: Name: _____ Phone Number: _____

Contractors Address: _____

5. SURETY (if applicable, a copy of the payment bond is attached): Amount of bond: \$ _____

Name: _____ Phone Number: _____

Address: _____

6. LENDER'S NAME: _____ Phone Number: _____

Lender's address: _____

7. Person's within the State of Florida Designated by Owner upon whom notice or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name: _____ Phone Number: _____

Address: _____

8. In addition, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Phone number of person or entity designated by Owner: _____

9. Expiration of notice commencement (the expiration date will be 1 year from date of recording unless a different date is specified. _____ 20, _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

_____ for _____
(type of authority, ...e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

Personally Known or Produced Identification _____

SEAL

(Signature of Notary Public – State of Florida)

NOTICE OF COMMENCEMENT

INSTRUCTIONS

- Complete the NOC, sign and have notarized. NOC's are not required from contracts less than \$2,500.00.
- NOCs are required for A/C replacement for contracts \$7,500.00 and over.
- Record original document at the Sarasota County Clerk of Circuit Court office:
 - 2000 Main Street, Sarasota
 - 4000 S. Tamiami Trail, Venice
- Submit a copy of the recorded NOC to Planning and Development Services:
 - Email: building@scgov.net
 - By Fax: 941-861-6471 (Sarasota) or 941-861-3282 (Venice)
 - In Person: 1001 Sarasota Center Blvd, Sarasota or 4000 S. Tamiami Trail, Venice
- Post the sealed original at the Job Site.