


City of North Port
Neighborhood Development Services
4970 City Hall Boulevard
North Port, FL 34286

Phone (941) 429-7044 Fax (941) 429-7180 Email: bldginfo@cityofnorthport.com Inspections (941) 429-7224

Submittal Checklist for a New Single Family Residence Permit

*****Please Submit In the Following Order*****

Please Submit the following Information and this Checklist with the Application For Construction

1. ___ A Check For **10%** Of The Square Footage Under Roof – Must Match Square Footage Printed On Plans
2. ___ Building Permit Application With Accurate Parcel Id Number, Lot, Block & Addition
3. ___ Sarasota Property Parcel Detail Page (**Computer Print Out**)
4. ___ Split/Combine Form (**If Applicable**)
5. ___ Authorized Agent List (**If Applicable**) **For Contractors Only**
6. ___ Homeowner/Contractor Disclosure Statement **For Owner/Builder Only**
7. ___ Sub-Contractor Verification Form
8. ___ Land Clearing Permit Application **W/3 Color Coded** Copies Of Site Plans Showing Proposed House, Driveway, Well, Drain Field & **All** Trees on the Property with Diameters & **X's** On Trees Removed.
9. ___ Water Availability Letter From North Port Utilities (**Phone # 426-9500**)
10. ___ Utility Payment Verification (**If Applicable**)
11. ___ Approved Septic Permit From Health Dept (**If Applicable**)
12. ___ Notice Of Commencement (**Recorded In So. County Office, Venice**) must have legal description
13. ___ Right-Of-Way Use Permit **W/ Attached Site Plan**
14. ___ Culvert Permit
15. ___ Best Management Practice Compliance Form **W/3 Copies** Of Site Plans Showing Silt Fence & Drainage
16. ___ **4** Copies Of Color Coded Landscape Plan
17. ___ Boundary Survey With Raised And Signed Seal
18. ___ **3 '2010'** Energy Code Calculation Forms And Manual J Calculation Forms - must have legal description
19. ___ **3** Sets Of Truss Layouts from manufacturer, Must Be Initialed By Engineer of house
20. ___ **3 '2010'** Data Summary Sheets, **1** Original - Signed/Sealed And **2** Copies w/Parcel ID
21. ___ **3** Sets Of Plans—Signed And Sealed
22. ___ Design Pressure for soffits shown on plans or if not, show worst case and designate the area on plans, including product approvals or NOA's
23. ___ Signed copy of "Things you should consider before building a home"

****Impact Fees Must Be Paid Prior To The Issuance Of A Certificate of Occupancy****

Optional As Needed

___ Natural or Propane Gas Installation ___ Irrigation System Installation ___ Security System Installation

SUBMITTED APPLICATIONS ARE STAMPED IN AND HELD FOR SIX (6) MONTHS.

IF THEY ARE NOT PICKED UP WITHIN SIX (6) MONTHS OF THE STAMPED IN DATE, THE APPLICATION WILL BE CONSIDERED VOID AND THE PAPERWORK DESTROYED!

You Will Pay Any Re-Inspection Fees Just Before Your Certificate Of Occupancy (Co) Is Issued. Call For The Amount At The End of Construction, After All Inspections Have Been Approved. At That Time We Also Need The Completed Signed Termite Certificate (Must Be On North Port Form Only) And 1 Copy Of The Subcontractor Verification Form Showing Who Performed All Work Along With the Signed Contractor Affidavit.