

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 (855) 941-4636

SUBMITTAL CHECKLIST FOR A FENCE OR SHED PERMIT

PLEASE SUBMIT IN THE FOLLOWING ORDER

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

FENCE

1. ___ Building permit application with accurate Parcel ID number, Lot, Block & Addition
2. ___ **4** current site plans showing existing structures w/ proposed fence highlighted
3. ___ Height & Type of fence should be included on application under work description w/ proposed fence highlighted on the site plan
4. ___ Right-of-Way use permit

SHED

1. ___ Building permit application with accurate Parcel ID number, Lot, Block & Addition Square Ft. of Lot & House must be included on application (*all areas under roof, including living/entry/lanai/garage/ plus sheds or detached garages*)
2. ___ **4** current site plans showing existing structures & size of shed
3. ___ If Shed is 192 sq ft or larger provide a Right-of-way permit Application
4. ___ Highlight **3** setbacks (*2 sides & 1 rear*)
5. ___ Engineered drawings or the city approved copy
6. ___ Pre-wired for Electric by a manufacturer of the shed
 - a. Requires an Electric Subcontractor Form or
 - b. Homeowner Pulls the Electric Permit or
 - c. Provide a notarized letter from applicant stating the following:
I do not intend to run electricity to the shed, but if I do in the future, I will apply for a permit to do so.
8. ___ Electric installation in the field for the shed
 - a. Requires an Electric Subcontractor Form or
 - b. Homeowner Pulls the Electric Permit
9. ___ No Electric for shed

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!



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Permit No. _____

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APPLICATION FOR A CONSTRUCTION PERMIT

RESIDENTIAL

COMMERCIAL

MISCELLANEOUS

(PLEASE PRINT CLEARLY)

Property Owner / Name _____

Property Owner / Address _____

City _____ State _____ Zip _____

Contractor's Company Name _____

Contractor's Phone No. _____ License No. _____

Architect _____ Architect's Reg. No. _____

Engineer _____ Engineer's Reg. No. _____

Lot _____ Block _____ Addition _____

Parcel I. D. No. _____

Job Site Address _____

Local Contact _____ Phone No. _____

Email _____ Fax No. _____

Sq. Ft. of Lot _____ Sq. Ft. of Total Under Roof Area _____

Contract Price _____

Bldg. Dept. Computed Contract Price

Central Water

Well

Office Use Only

Central Sewer

Septic

Work Description _____

Application is hereby made to obtain a permit to do 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 regulating construction in this jurisdiction. I understand that a separate permit may be required for Electrical, Plumbing, Mechanical, and Gas work, etc.

Sub-Contractor Information

ELECTRICAL / FIRE ALARM	State License _____
Phone _____	City License _____
PLUMBING / SPRINKLER	State License _____
Phone _____	City License _____
MECHANICAL / GAS	State License _____
Phone _____	City License _____
ROOFING / OTHER	State License _____
Phone _____	City License _____

Required Fees

Departments	Fees	
Admin / Plan Review Fee		
Convenience Fee	5	00
DPBR Fees		
2 % Education Surcharge		
Building Permit		
Zoning		
Public Works		
Fire		
Engineering		
Totals		

Required Approvals

Department	Initials	Date
Permit Clerk		
Building		
Zoning		
Public Works		
Engineering		
Fire		
Utilities		
Planning		

The Permit when issued will expire **180** days from the DATE issued if **INSPECTIONS** have not commenced or 180 days from the last **APPROVED INSPECTION**. FBC 105.3.2 / 105.4.1

Application Approved By: _____

"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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."

OWNER AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regarding construction and zoning.

Signature _____
OWNER

STATE OF FLORIDA, COUNTY OF SARASOTA

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

(name of person) who is personally known to me or who has produced _____
(type of identification) as identification.

Notary
(Seal)

Signature _____
CONTRACTOR or AGENT

STATE OF FLORIDA, COUNTY OF SARASOTA

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

(name of person) who is personally known to me or who has produced _____
(type of identification) as identification.

Notary
(Seal)

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Inspections (855) 941-4636

Fax (941) 429-7031

Application for a Right of Way Use Permit

PERMISSION IS HEREBY GRANTED TO _____
(Applicant's Name)

(Address) _____ (Phone No.) _____
_____ Residential Construction _____ Erect Pole Line _____ Land Clearing
_____ Excavate in Parkway or Sidewalk _____ Excavate in Pavement _____ Jack & Bore

OTHER _____

IN THE FOLLOWING LOCATION(S): _____
(Street Address)

PID No. _____ Lot _____ Block _____ Addition _____

Subject to the General provisions on the back hereof, which have been carefully read and are understood and are an integral part of this Permit and the following Special Provisions.

The Applicant shall file with the City of North Port, Florida, a Corporate Bond and it is agreed between said Applicant and said City that said bond may be used by said City in the repairing any damage done, correcting any violations of Ordinances by the Applicant and/or cleaning up the premises and restoring the grounds occupied or used by the Applicant to their condition prior to the issuance hereof, and said City may alter temporary structures or remove materials stored by the Applicant pursuant hereto and use said bond for the expense thereof, or for any other purpose connected herewith, either before or after the completion of the work for which the Permit was granted.

Keep a copy of this Permit on the Job at all times.

Return a copy of this Permit to the Public Works Department immediately upon completion of work for which this Permit was issued. I HEREBY AGREE to all of the terms under which the Permit was issued.

This Permit applies to Right of Way Use ONLY. Obtain all other applicable Federal, State, and Local Permits.

Applicant _____ Date _____

CITY OF NORTH PORT, FLORIDA

Director, Public Works or Authorized Agent _____ Date _____

START DATE _____ COMPLETION DATE _____

FOR OFFICE USE ONLY

First Inspection Date/Comments _____

Final Inspection Date Results/Comments _____



GENERAL PROVISIONS

This Permit issued to the General Provisions of the standard Specifications of the City of North Port, Florida which require the Applicant to:

- a. Notify the Public Works Department twenty-four (24) hours prior to commencement.
- b. No streets may be blocked without prior permission of the Public Works department.
- c. Applicant must notify Police, Fire, Ambulance and School Busses prior to closing any streets.
- d. Assure all necessary pavement repair and restoration of area when work is completed in accordance with City Standards.
- e. Assure that the fire hydrants be left accessible at all times.
- f. Assure that all work, equipment and materials are properly barricaded, lighted and secured and that a watchman be employed where necessary for that purpose.
- g. Assure that gutters and/or drainage system is kept open for the flow of water.
- h. Assure that the provision be made for the continuous operation of all pipes, ducts and other lines encountered.
- i. Assure that both public and private property of whatever nature occupied or affected hereunder be maintained and preserved from injury during the operations.
- j. Assure that all necessary provisions are made for the accommodation and convenience of traffic.
- k. Assure that all work conducted in such matter as to interfere as little as possible with the public convenience and safety.
- l. Agree that all suits, actions or claims of whatever nature which may arise, occasioned either directly or indirectly by the work permitted or the special privileges granted hereunder, shall be assumed by the Applicant and that the City Commission, and all its officers, agents and employees, shall be indemnified and saved harmless there from, and that Certificates of Liability insurance be submitted by the Applicant.
- m. Assure that all lines and grades furnished for poles, ducts, pipes, sidewalks, buildings and other structures and their appurtenances are such as in the opinion of the City will be reasonably permanent; but are subject to revision wherever required by changing conditions, and the right is reserved to require the owner or owners of such property to make, at their own expense, such changes, alterations or replacements as may from time to time be necessary in order to adapt them to the changed conditions.
- n. The City reserves the right to revoke the Right of Way Permit without other formality than that of notifying the Applicant of this effect should there be a violation to the foregoing General Provisions and to invoke the provisions of the Corporate Bond to restore the area to its original condition where deemed necessary.

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OWNER BUILDER STATEMENT/AFFIDAVIT

Florida Statutes are quoted here or in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DEPARTMENT TO SIGN THIS DOCUMENT

BY SIGNING THIS STATEMENT, I ATTEST THAT: (Initial to the left of each statement)

_____	I understand that state law requires construction to be done by a licensed contractor, I 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.
_____	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.
_____	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 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 all permits and contract.
_____	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 construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
_____	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
_____	I understand that I may not hire an unlicensed individual 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 a licenses required by law and by city ordinance.
_____	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 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 these 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.
_____	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. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means 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.</u> I understand that my failure to follow these laws may subject me to serious financial risk.

_____	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.
_____	I am aware of construction practices and I have access to the Florida Building Code.
_____	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 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
_____	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 address listed below.
_____	I agree to notify the Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.
_____	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, the Department of Business and Professional Regulation and the Building Department may be unable to assist you with any financial loss that you sustain as the result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual 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.

Property Address: _____

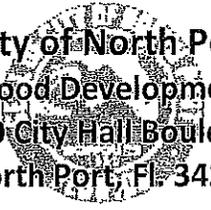
I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder

Date

Form of Identification: _____
(Must be Photo I.D.)

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction 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.


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Contractor Affidavit Form

I understand that it is my responsibility, as the Licensed Contractor for construction in the City of North Port, to hire only licensed and insured sub-contractors.

The attached sub-contractor verification form includes the names of sub-contractors who have worked on this property and permit. They are insured and licensed with the City of North Port.

Property Address _____ Permit # _____

Licensed Contractor's Company Name _____

Licensed Contractor's Signature

PRINTED NAME

State of Florida,
County of Sarasota

The foregoing instrument was acknowledged before me by _____
who

is personally known to me or who has produced _____ as
identification.

Witness my hand and official seal this _____ day of _____ 20____.

Notary

Seal



Building Division
 4970 City Hall Blvd, North Port, FL 34286
 Phone: (941) 429-7044



SUB-CONTRACTOR CONFIRMATION

SUB-CONTRACTOR CONFIRMS THAT HE/SHE IS RESPONSIBLE FOR THE WORK ON THIS SPECIFIC PROJECT, AND ALLOWS THE GENERAL CONTRACTOR TO OBTAIN A BUILDING PERMIT FROM THE CITY.

Gen. Contractor: _____ Permit Application #: _____

Owner / Project Name: _____

Job Address: _____

Circle only one:

- Electrical Mechanical Plumbing Roofing Fire Sprinkler
 Fire Alarm Low Voltage Fire Suppression Fire Underground

The qualifier of each major sub-trade (electric, plumbing, mechanical, roofing, low voltage, and fire) performing work under a general contractor must complete this form and submit it to the General Contractor prior to issuance of permits. No white out, crossed out changes or photo copies will be accepted. **ORIGINAL FORMS ONLY.**

Sub-Contractor: _____

Address: _____

License #: _____ Phone #: _____

Qualifiers Affidavit
 KNOW ALL MEN that I _____ qualifier of
 _____ do hereby certify that my company is responsible for
 the work as stated above.

 Signature of Qualifier

State of Florida, County of _____

Sworn to and subscribed before me this _____ day of _____, 20_____

By _____, who is personally known to me or has

Produced _____ as identification.

 Signature, Notary Public - State of Florida

(SEAL)

 Printed, Typed, or Stamped Name of Notary