

**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

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**SUBMITTAL CHECKLIST FOR A POOL OR SCREEN CAGE PERMIT**

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

- \_\_\_\_\_ Building Permit Application with accurate work description
- \_\_\_\_\_ Parcel ID number, Lot, Block & Addition clearly printed on the application
- \_\_\_\_\_ Three (3) sets of Engineered plans, which must include the following:
  - \_\_\_\_\_ 1. Floor Plan indicating all framing members, sizes and spans
  - \_\_\_\_\_ 2. Foundation plan showing size and location of the footer if new concrete is poured
- \_\_\_\_\_ 4 Current site plans showing existing structures w/ three (3) setbacks
- \_\_\_\_\_ For pool cages, the site plan “**Field copy**” from the pool permit is preferred.
- \_\_\_\_\_ Letter of authorization from the engineering firm you are using
- \_\_\_\_\_ Notice of Commencement (recorded in Sarasota County)( with legal description )
- \_\_\_\_\_ Right of Way Permit Application (if adding additional concrete to the existing slab)

**The contractor is responsible for providing required engineering at the time of inspection.**

Structural questions are addressed by Building Division, Structural Plans Examiners

Set Back questions are addressed by Building Division, Zoning Plans Examiner

**Warning: If a hard roof system is used on the structure it will require Zoning Plan Review.**

**If additional concrete is added to the existing slab it will require a Zoning Plan Review.**

**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**

**Central Sewer**  **Septic**

Office Use Only

**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		
<b>Totals</b>		

**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

Signature \_\_\_\_\_  
CONTRACTOR or AGENT

STATE OF FLORIDA, COUNTY OF SARASOTA

STATE OF FLORIDA, COUNTY OF SARASOTA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

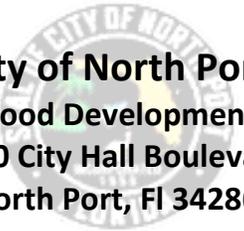
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

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

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

Notary  
( Seal )

Notary  
( Seal )

  
**City of North Port**  
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**Phone (941) 429-7044**

**Email: [bldginfo@cityofnorthport.com](mailto:bldginfo@cityofnorthport.com)**

**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.

# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_

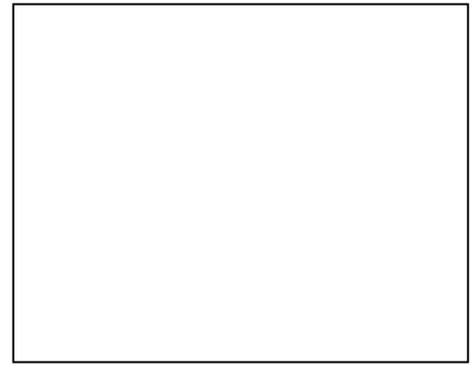
Parcel ID: \_\_\_\_\_

Tax Folio No. \_\_\_\_\_

State of Florida  
County of Sarasota

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: \_\_\_\_\_

3. Owner Information

a. Name and Address: \_\_\_\_\_

b. Interest in Property: \_\_\_\_\_

c. Name and Address of Fee Simple Titleholder (if other than owner) \_\_\_\_\_

4. Contractor

a. Name and Address: \_\_\_\_\_

b. Phone Number: \_\_\_\_\_

5. Surety

a. Name and Address: \_\_\_\_\_

b. Amount of Bond \$ \_\_\_\_\_ .

c. Phone Number: \_\_\_\_\_

6. Lender

a. Name and Address: \_\_\_\_\_

b. Phone Number: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

a. Name and Address: \_\_\_\_\_

b. Phone Number: \_\_\_\_\_

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

a. Name and Address: \_\_\_\_\_

b. Phone Number: \_\_\_\_\_

9. Expiration date of Notice of Commencement (the expiration date is **1YEAR** from the date of recording unless a different date is specified) \_\_\_\_\_

**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 1, 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 (Owner's Authorized Officer/  
Director/Partner/Manager)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signatory's Title/Office

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_  
(name of person) as \_\_\_\_\_ (type of authority ...e.g. officer, trustee, attorney in  
fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
Signature of Notary Public, State of Florida

Commission Expires:

Verification pursuant to Section 92.525, Florida Statutes: Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Natural Person Signing Above

## **Notice of Commencement Instructions**

1. Complete the NOC form, sign and have notarized. (NOC's are not required for contracts less than \$2,500.00).
2. NOC's are required for A/C Replacements on contracts \$7,500 and above.
3. Record original document either at the Clerk of Circuit Court Office, 2000 Main Street, Sarasota or 4000 S. Tamiami Trail, Venice
4. Submit a copy of the recorded NOC to the North Port Building Department with your Application Documents.
5. **THE SEALED ORIGINAL NOC MUST BE POSTED AT THE JOB SITE PRIOR TO THE FIRST INSPECTION.**