

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

Phone (941) 429-7044 Email: bldginfo@cityofnorthport.com Inspections (855) 941-4636

Submittal Checklist for a New Single-Family Residence Permit

*****Please Submit in the Following Order*****

1. ___ A Check for **10%** of the square footage **under roof** – must match square footage printed on plans
2. ___ Permit Application with **accurate** Parcel ID Number, Lot, Block & Addition
3. ___ Sarasota County Property Appraiser’s Parcel Detail Page (*Computer Print Out*)
4. ___ Split/Combine form (*If Applicable*)
5. ___ Homeowner/Contractor Disclosure Statement (*Owner/Builders Only*)
6. ___ Sub-Contractor Confirmation form (*1 form per Sub-Contractor*)
7. ___ Land Clearing Application **w/ 3 color coded** copies of the tree survey (max size 11”x17”) showing proposed house, driveway, well, drain field and **ALL** trees on the property with diameters & **X**’s on trees removed.
8. ___ Water Availability Letter from North Port Utilities (*Phone: 941-240-8000*)
9. ___ Utility Payment Verification (*If Applicable*)
10. ___ **Approved** Septic Permit from Health Department (*If Applicable, 941-861-3310*)
11. ___ Notice of Commencement, must have legal description (*recorded in Sarasota County*)
12. ___ Right-of-Way Use Permit **w/ attached site plan**
13. ___ Best Management Practice Compliance form **w/3 copies** of site plans (max size 11”x17”) showing silt fence and drainage
14. ___ **3** copies of color coded landscape plan (max size 11”x17”)
15. ___ Boundary Survey with raised and signed seal
16. ___ **3 ‘2020’** Energy Code Calculation forms and Manual J Calculation forms, must have legal description
17. ___ **3** Sets of Truss Layouts from manufacturer, must be initialed by Engineer of House
18. ___ **3 ‘2020’** Data Summary Sheets, **1** Original - signed/sealed and **2** copies w/Parcel ID
19. ___ **3** Sets of Plans—Signed and Sealed
20. ___ 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

****Impact Fees must be PAID BY CHECK prior to the issuance of a Certificate of Occupancy****

Optional (As Needed)

___ Natural/Propane Gas Installation ___ Irrigation 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!**

All fees are due before a Certificate of Occupancy (CO) is issued. At that time a completed and signed Termite Certificate (must be on the North Port form) is due as well.