

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

Parcel ID:

Phone (941) 429-7044 Email: [bldginfo@northportfl.gov](mailto:bldginfo@northportfl.gov) Inspections (855) 941-4636

**Online Submittal Checklist for a New Single-Family Residence Permit**

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

1. \_\_\_ CZC- Certificate of Zoning Compliance
2. \_\_\_ Permit Application with **accurate** Parcel ID Number, Lot, Block & Addition
3. \_\_\_ Sarasota County Property Appraiser's Parcel Detail page (*Computer Print Out*)
4. \_\_\_ Recorded Unity of Title (*for combined lots, if applicable*)
5. \_\_\_ Signed Sub-Contractor Form (*Electrical, Mechanical, Plumbing, Roofing*)
6. \_\_\_ Notice of Commencement, must have legal description (**Recorded in Sarasota County**)
7. \_\_\_ Right-of-Way Use Permit **w/ a site plan attached** (*If Applicable*)
8. \_\_\_ Energy Code Calculation form and Manual J Calculation Form - *must have legal description.*
9. \_\_\_ Set of Truss Layouts from Manufacturer must be initialed by the Engineer of the house.
10. \_\_\_ Set of building plans—signed and sealed.
11. \_\_\_ Design Pressure for soffits shown on the plans, or if not, show the worst case and designate the area on the plans, including Product Approvals or NOA's.
12. \_\_\_ Elevation certificate (*if located in SFHA—Flood Zone AE*)
13. \_\_\_ **Approved** Septic Permit from the Health Department (*If applicable, 941-861-3310*)

**\*After the house package receives a permit number, a payment for 10% of the square footage under roof must be paid. \***

**\*\*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.**

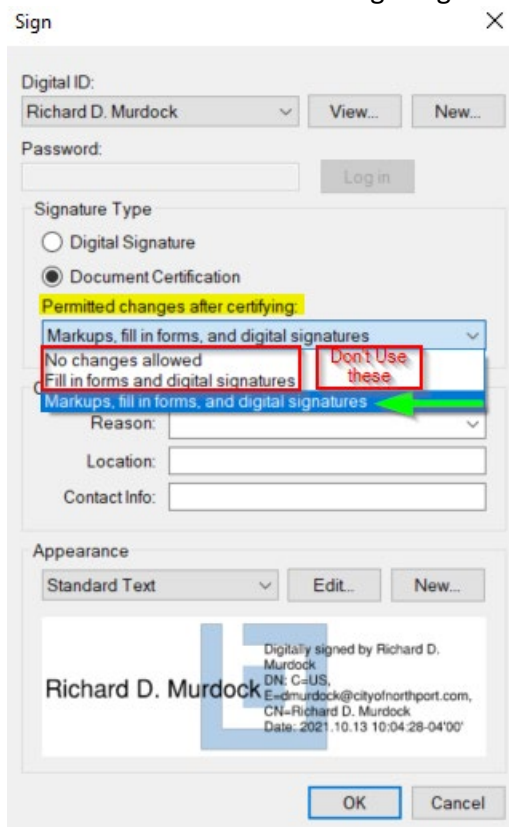
IF THEY ARE NOT PICKED UP WITHIN SIX (6) MONTHS OF THE STAMPED IN DATE, THE APPLICATION WILL BE  
CONSIDERED **VOID AND THE PAPERWORK DESTROYED!**

**All fees are due before a Certificate of Occupancy (CO) is issued.**

**Electronic Plan Submissions  
City of North Port**

When submitting Permit Plans electronically to the City of North Port, it is important to Digitally Sign the pdf document. Equally important is that the document must allow markups to be added to the document by City Staff.

Here are the screens when adding a digital signature to a document with Bluebeam Revu software:



Other software may use different terminology, but the key is to allow markups after signing the document.