

## Model Home Permits for a New Subdivision

The City of North Port has begun a new process to allow for the intake and review of model home permits within residential subdivisions prior to the recording of the final plat and issuance of parcel identification numbers (PIDs). This shall be limited to 5 model homes and a total of 10 permits, including the model homes, and other elements including signs, lift stations, temporary parking lots or any entry features requiring fictitious addresses.

Please note that this shall provide for permit intake and the start of reviews only. Permits shall only be issued after the final plat is recorded and addresses and PIDs are approved by the Sarasota County Property Appraiser (SCPA), provided all requirements for review are met.

## Outline of Developer/Applicant Responsibilities

### I. Infrastructure and Subdivision Plans Stage

- The applicant submits the [Infrastructure](#) and [Subdivision Plans](#) for the residential subdivision to the Planning and Zoning Division via email to [planninginfo@cityofnorthport.com](mailto:planninginfo@cityofnorthport.com).
- These submittals **must include plans showing proposed locations of model homes and other elements that require a fictitious address.**
- Infrastructure and Subdivision Plans must be approved by Staff Development Review (SDR) prior to permit intake and review.

### II. Final Plat Stage

- The Applicant submits a [Final Plat Application](#) for the residential subdivision to the Planning and Zoning Division via email to [planninginfo@cityofnorthport.com](mailto:planninginfo@cityofnorthport.com).
- These submittals **must include the proposed addressing plan indicating locations of model homes and other elements requiring fictitious addresses.**
- The Final Plat must be approved by SDR prior to submitting to the Building Division for permit intake and review.

### III. Addressing Stage

- The project planner will inform the applicant once the Final Plat is approved by SDR.
- The applicant must then **reach out to the Addressing Specialist to get draft addresses assigned to the model homes** and other elements.
- Draft addresses are provided by the Addressing Specialist.

#### IV. Building Permits: Intake Stage

- The applicant must then submit the applicable permits to the Building Division. Some building permits can only be submitted in person at 4970 City Hall Blvd, North Port, FL 34286. There is a secure 24/7 drop box near the Utilities drive thru. Some permits may be submitted online to [bldginfo@cityofnorthport.com](mailto:bldginfo@cityofnorthport.com).
- **These submittals must include the phrase, “Model Home/Fictitious Address” in the description.**
- The permits will be processed, a permit number will be assigned and reviews will commence.

#### V. Address Finalization

- Once the plat is recorded with Sarasota County the addresses will be finalized by the SCPA. This is typically facilitated by City of North Port Staff.
- Permits will be issued, subject to all reviews and inspections being approved.

### Questions?

- For general questions about this process or Planning and Zoning Division questions, please call (941) 429-7156. Do not hesitate to reach out for clarification, the Planning and Zoning Division can be reached by email at [planninginfo@cityofnorthport.com](mailto:planninginfo@cityofnorthport.com)
- For Building Division questions please email [bldginfo@cityofnorthport.com](mailto:bldginfo@cityofnorthport.com) or call (941) 429-7044.