



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

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

SUBMITTAL CHECKLIST FOR A RESIDENTIAL ADDITION PERMIT

***** Please Submit in the following Order*****

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

1. ___ Permit Application With Accurate Parcel ID Number, Lot, Block & Addition
2. ___ Sq. Ft. of Lot & House Must Be Included On Application (**All Areas Under ROOF, Including Living/Entry/Lanai/Garage/ Plus Any Sheds Or Detached Garages**)
3. ___ **3** Current Site Plans Showing Existing Structures W/ Proposed Addition Highlighted
4. ___ Highlight **3** Setbacks (**2 Sides & 1 Rear**)
5. ___ Unity of Title (**if applicable**)
6. ___ Homeowner/Contractor Disclosure Statement **FOR HOMEOWNER BUILDER ONLY**
7. ___ Signed Sub-Contractor Form
8. ___ Notice Of Commencement, must have legal description (**recorded in Sarasota County**)
9. ___ Right-Of-Way Use Permit w/attached site plan
10. ___ **3** current Energy Code Calculation Forms and Manual J Calculation Forms (central zone) **must have legal description**
11. ___ **3** Sets of Truss Layouts from manufacturer
12. ___ **2** original copies of the Geotechnical Report
13. ___ **3** Sets of Plans—Signed And Sealed
14. ___ 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.

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