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

Phone (941) 429-7044 Fax (941) 429-7180 Email: bldginfo@northportfl.gov Inspections (855) 941-4636

SUBMITTAL CHECKLIST FOR A (NEW) COMMERCIAL PERMIT

Project Name _____

Owner _____ Contractor & License # _____

Job Address _____ Parcel ID _____

Application Type _____ Contact Phone No. _____

Administrative Requirements (941) 429-7014

_____ Permit Submittal fee (must be a check) – 10% of the square footage under roof (must match sq ft printed on plans)
_____ Building permit application (complete, provide all information, including primary subs if known)
_____ Signed Sub-Contractor Form
_____ Notice of Commencement (may be waived until permit issued) (must have PID or Legal Description on NOC)
_____ Signed copy of the Certificate of Occupancy/Temporary Certificate of Occupancy Procedure

Planning and Zoning Requirements (941) 429-7229

_____ Copy of Development Order MAS No. _____ INF No._____
Major Site & Development Infrastructure Plan
SPX No. _____
Special Exception (if applicable)

_____ Copy of approved Urban Design Standard review (applicable if located in an Activity Center)
_____ Copy of approved Certificate of Appropriateness (applicable if located in an Activity Center)
_____ 3 site plans **signed and stamped** by the Planning Division showing the building footprint, landscaping, all required setbacks and above and below grade utilities

Arborist Requirements (941) 429-7055

_____ 1 Copy of land clearing permit
_____ 3 land surveys showing all trees and footprint of all improvements (Identify size, type and highlight trees being removed)

Sarasota County Health Department Requirements (941) 861-3310

_____ 1 copy of Health Dept. permit or DBPR approval letter for restaurants with 10 seats or more (food service only)

Public Works Requirements (941) 429-7081

_____ 1 copy of right-of-way use permit
_____ 1 copy of culvert permit (if applicable)
_____ 1 copy of erosion and siltation control plan

Utility Requirements (941) 240-8000 / (941) 240-8005

_____ Water and sewer availability letter from North Port Utilities OR septic system permit (see above)

Building Division Requirements (941) 429-7026 / (941) 429-7259

_____ 4 sets of sealed construction plans (1 office, 1 fire, 2 field) (maximum size 30 X 42)
_____ 3 sets of truss layout drawings from truss manufacturer, reviewed and accepted by D.O.R.
(May be provided to the Plans Examiner or Building Division prior to the tie beam inspection)
_____ 3 copies of the current Commercial Energy Code Calculations (must have PID or Legal Description on Calcs.)
_____ 2 original copies Geotechnical Report

Fire Requirements (941) 240-8180

_____ Cover/Title Sheet shall provide a Fire Code Information Block (footprint) as outlined by FFPC, 8th Edition (NFPA 1:1.14)
_____ Cover/Title Sheet shall provide a complete and accurate narrative of the project as outlined by FFPC, 8th Edition (NFPA 1:1.14.5)

All Forms must have PID or Legal Description

*****All Fire Inspections are set up by the Fire Marshal, (941) 240-8180*****
Fire Alarms & Sprinklers require a separate permit

IMPACT FEES are due when the TCO, CC or PCO are issued. They are based on the USE of the Building.