

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 (SHELL) 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, initialed by architect or engineer of record.
(May be provided to the Plans Examiner or Building Division prior to the tie beam inspection)
- _____ 2 original copies of the 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.