



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

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

---

**SUBMITTAL CHECKLIST FOR A COMMERCIAL REMODEL PERMIT**

**Administrative Requirements (941) 429-7014**

- \_\_\_\_\_ 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)

**Building Division Requirements (941) 429-7038**

- \_\_\_\_\_ 3 sets of sealed construction plans (1 office, 1 fire, 1 field) (maximum size 30 X 42)  
Plans should show existing conditions and proposed new construction
- \_\_\_\_\_ 3 copies of the current Commercial Energy Code Calculations (must have PID or Legal Description on Calcs.)
- \_\_\_\_\_ Product specifications (product approval numbers for windows, doors, siding, soffit etc.)

**Fire Requirements (941) 240-8180 If Applicable**

- \_\_\_\_\_ Cover/Title Sheet shall provide a Fire Code Information Block (footprint) as outlined by FFPC, 8<sup>th</sup> Edition (NFPA 1:1.14)
- \_\_\_\_\_ Cover/Title Sheet shall provide a complete and accurate narrative of the project as outlined by FFPC, 8<sup>th</sup> Edition (NFPA 1:1.14.5)  
<http://www.cityofnorthport.com/government/city-services/fire-rescue/fire-prevention>

***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**