

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

Parcel ID:

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

Online Submittal Checklist for a New Single-Family Residence Permit

*****Please Submit in the Following Order*****

1. ___ Permit Application with **accurate** Parcel ID Number, Lot, Block & Addition
2. ___ Sarasota County Property Appraiser's Parcel Detail page (*Computer Print Out*)
3. ___ Recorded Unity of Title (*for combined lots, if applicable*)
4. ___ Signed Sub-Contractor Form (*Electrical, Mechanical, Plumbing, Roofing*)
5. ___ Land Clearing Application **w/ a color coded** copy of the tree survey showing proposed house, driveway, well, drain field & **ALL** the trees on the property with diameters & **X's** on the trees being removed, (*If Applicable*)
6. ___ Site Plan showing improvements with setbacks to the property lines
7. ___ Notice of Commencement, must have legal description (**Recorded in Sarasota County**)
8. ___ Right-of-Way Use Permit **w/ a site plan attached** (*If Applicable*)
9. ___ Best Management Practice Compliance Form **w/ a copy** of the site plans showing silt fence & drainage
10. ___ A copy of a **color-coded** Landscape Plan
11. ___ Boundary Survey with an electronic seal
12. ___ Energy Code Calculation form and Manual J Calculation Form - *must have legal description.*
13. ___ Set of Truss Layouts from Manufacturer must be initialed by the Engineer of the house.
14. ___ Set of building plans—signed and sealed.
15. ___ Design Pressure for soffits shown on the plans, or if not, show the worst case and designate the area on the plans, including Product Approvals or NOA's.
16. ___ Geotechnical Report
17. ___ Elevation certificate (*if located in SFHA—Flood Zone AE*)
18. ___ **Approved** Septic Permit from the Health Department (*if applicable, 941-861-3310*)
19. ___ Utility Payment Verification (*If Applicable*)
20. ___ Availability of Water and/or Sewer Services Letter (**North Port Utilities Department**)

***After the house package receives a permit number, a payment for 10% of the square footage under roof must be paid. ***

****Impact Fees must be PAID BY CHECK prior to the issuance of a Certificate of Occupancy****

Optional (As Needed)

___ Natural/Propane Gas Installation ___ Irrigation System Installation

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!**

All fees are due before a Certificate of Occupancy (CO) is issued. At that time a completed and signed Termite Certificate (must be on the North Port form) is due as well.

Electronic Plan Submissions City of North Port

When submitting Permit Plans electronically to the City of North Port, it is important to Digitally Sign the pdf document. Equally important is that the document must allow markups to be added to the document by City Staff.

Here are the screens when adding a digital signature to a document with Bluebeam Revu software:

Sign X

Digital ID:
Richard D. Murdock View... New...

Password:
Log in

Signature Type
 Digital Signature
 Document Certification

Permitted changes after certifying:
Markups, fill in forms, and digital signatures
No changes allowed
Fill in forms and digital signatures
Markups, fill in forms, and digital signatures

Reason:
Location:
Contact Info:

Appearance
Standard Text Edit... New...

Richard D. Murdock
Digitally signed by Richard D. Murdock
DN: C=US,
E=dmurdock@cityofnorthport.com,
CN=Richard D. Murdock
Date: 2021.10.13 10:04:28-04'00'

OK Cancel

Other software may use different terminology, but the key is to allow markups after signing the document.