



## New Residential Home Package

***This package includes all of the forms and paperwork needed for applying for a new home permit in the City of Sarasota. We hope this information will help to provide you with all the information you need to submit a building permit.***

### **Step 1.**

Assemble all of the plans and paperwork for submittal. You will need to provide the following:

- 1 application for permit. [Blueprints must be 24" x 36"](#).
- 1 minimum requirements checklist for New Construction of Homes and Additions.
- 3 sets of construction blueprints. **(Plans must be signed and sealed if done by an Architect and Engineer.)**
- 3 sets of all NOA's (Notice of Acceptance) and installation instructions for windows, doors, sliding glass doors, garage doors and roofing material.
- 3 original signed and sealed surveys.
- 1 tree application with 2 sets of site plans showing location of trees being removed, (if you are removing trees for construction).

**If the house you are constructing is 5000 sq. ft. or larger a staging plan will be required. See staging plan requirements on our website at [www.sarasotagov.com](http://www.sarasotagov.com).**

Engineering hours of operation are from 11am to 3pm daily. You will need to apply for the items below but will not be held up submitting your permit to the front counter. **(Remember that you will need the silt fence permit and have the silt fence inspected before the building permit will be issued to you).**

- Apply for a Right-of-Way use permit. Provide a copy of the site plan of the property. (Fees are associated with this and the requirements are included in this packet).
- Apply for a Silt Fence permit. Provide a copy of the site plan of the property. (Fees are associated with this and the requirements are included in the packet). **A silt fence inspection will need to be done prior to the building permit being issued.**

### **Step 2.**

Bring the permit application and assembled plans to the Building Division.

- Apply for building permit.
- Apply for tree permit **(if removing trees)**. Fees for tree permits are \$30.00 for the permit and \$5.00 for each tree removed or (\$100.00 for grand trees 24" in diameter or larger).

### **Step 3.**

Plans are reviewed by Zoning, Plans Review and the Utilities divisions. (The Utilities division will need to have a Utility Cost Estimate application and Meter Size Determination form filled and brought in to this office so that we can forward it on to the Utilities office with their set of plans.

**If corrections are needed you will need to provide 3 sets of corrections to the Building Division along with a Letter Of Transmittal form.**

### **Step 4.**

Come back to the City Building Division when you have been notified that your permit is ready.

- Pay all fees associated with the building permit. A fee schedule is provided to you along with the Impact Fees that may be assessed with this permit.
- Receive your approved building permit.
- Receive approved tree permit.

### **Step 5.**

Commence work.

- When trees are removed call in tree final inspection to (941)-954-4126. **(This inspection has nothing to do with your requirements to plant trees on your building permit).**
- Provide a certified copy of your Notice of Commencement. We have this form available to you on our website at [www.building.sarasotagov.com](http://www.building.sarasotagov.com) and it is also included in this package. Bring the form filled out and notarized to the Clerk of the Circuit Court at 2000 Main St. (941)861-7400. Have it recorded and you **must** ask for a **certified copy**. A fee is required. We require the certified copy to call in all inspections associated with your permit. You may drop the **certified copy** off at this office or you may fax it to (941)954-4178.
- Provide all sub-forms for the trades doing work on this permit.
- Call in inspections as needed at 941-954-4126.
- Provide spot survey before lintel inspection.
- Provide Elevation Certificate (if needed).
- Pay impact fees (if needed before Certificate of Occupancy).

***When all inspections have been approved and all conditions are met receive your Certificate of Occupancy and your permit is complete.***