

CITY OF NORTH PORT
NEIGHBORHOOD
DEVELOPMENT SERVICES
DEPARTMENT

BUILDING DIVISION PROCESS FOR UNLICENSED/UNPERMITTED WORK

CUSTOMER COMPLAINTS: The Building Official investigates all complaints related to contractors. The Building Official will assist and attempt to mediate the issue between the customer and the contractor. If the issue cannot be resolved at the local level the complaint will be escalated to the state, County or other relevant agencies.

UNLICENSED ACTIVITY: If there is unlicensed activity (non contractor performing work) being done within the City of North Port there is notification sent by the Building Official to the DBPR (Department of Business & Professional Regulation) and Sarasota County Licensing Board. Sarasota County Licensing also shares information on contractors with the City of North Port and vice versa. We will also reinstitute working with Sarasota County Licensing Board and the North Port Police Department to create occasional “sting” operations to find unlicensed contractors.

UNPERMITTED WORK: If there is unpermitted work reported or found, Code Enforcement will obtain a STOP WORK ORDER and post it at the premise. A notice will be sent to the owner of the property via certified mail. Violations of this nature are ultimately taken up at the Code Officer hearing in addition to State/County enforcement

UNFIT / UNSAFE STRUCTURES: The Building Division determines an unfit/unsafe structure and will post it **UNSAFE/DO NOT OCCUPY**. If there is continued activity (squatters) the North Port Police Department will investigate. The Building Official will have the premise boarded up for safety reasons.

SARASOTA COUNTY LICENSING BOARD

OVERSEES:

- Contractor Licensing
- Unlicensed activity
- Unpermitted work
- Unfit / Unsafe structures

COST OF LICENSING BOARD TO SARASOTA COUNTY

Staffing required to administer this program as follows:

- Contractor Licensing Administrator; full time position at \$56,598.00 YR + 40% for benefits= \$79,468.20
- 2 staff members trained for back-up when needed
- One full time working supervisor at \$94,598.00 YR + 40% benefits= \$132,437.20
- One full time administrative staff at \$56,598.00 YR + 40% for benefits= \$79,468.20
- Two full time investigators at \$56,598.00 YR each + 40% for benefits= \$158,936.40

SARASOTA COUNTY LICENSING BOARD

Total cost for staffing needs only, not including vehicles, fuel, and materials = \$490,044.10

Sarasota County presently has a one million dollar plus budget for their licensing board.

North Port presently works with Sarasota County's Licensing Board, as well as DBPR to handle contractor complaints and unlicensed activities

Note; the direct cost shown above does not include costs for legal services needed

**PROPOSED NORTH PORT
BUILDING TRADES ADVISORY
BOARD**

PROPOSED TRADE ADVISORY BOARD FUNCTIONS

The function of the Board is to work with the local contracting community to review and make recommendations to the City Commission, through the Director of Neighborhood Development Services and the North Port Building Official concerning:

- Any changes to building code regulations adopted by the City of North Port
- Review of any legislative proposals which mandate changes in construction codes and code enforcement
- Review complaints concerning code enforcement, administration and related matters which may be set forth by members of various construction trades, associations, contractors or staff of the Building Division and to make recommendations concerning possible solutions to such problems to the Building Official
- Make recommendations to the Building Inspection Division and City Commission concerning needed changes of the City Codes which the Board feels appropriate

PROPOSED TRADE ADVISORY BOARD FUNCTIONS

- Serve as a communications link between the Building Division, City Commission and various members of the associations of trades and contractors who function in the City of North Port
- Assist in promoting a working relationship between Building Division staff, students and other interested parties to help promote and build a pipeline of individuals wishing to work in the construction industry by creating internship programs
- Work with the North Port High School, trade schools and other educational institutions to build and maintain interest in creating a pool of workers engaged in the construction industry.
- Any other such duties as may be defined by the City Commission

PROPOSED TRADE ADVISORY BOARD RECOMMENDATIONS

Before setting forth any recommendations as a result of their action, the Board shall determine that such recommendations are;

- Consistent with the Building regulations of the North Port City Code
- Consistent with sound construction practice
- Consistent with the goal of protecting health, safety and welfare of the citizens of North Port

Any recommendations set forth by the Board shall require the affirmative vote of a majority of Board membership

PROPOSED TRADES ADVISORY BOARD MEMBERSHIP

- 1) Membership of the Board shall consist of 9 members and shall include:
 - A member of the Home Builders Association of North Port
 - A member of the Home Builders Association of Sarasota County
 - One small independent commercial or residential contractor with less than 10 employees
 - One large independent commercial or residential contractor with more than 10 employees
 - One plumbing contractor
 - One electrical contractor
 - One HVAC contractor
 - One cement contractor
 - Building Official of the City of North Port

- 2) Members are appointed by the City Commission
- 3) Terms of the members shall be for three years, except of the initial membership which shall be appointed on a staggered term basis with actual terms ranging from 1-3 years
- 4) Alternate members can be designated by members from his/her own firm who upon acceptance of the alternate by the City Commission, may attend Board meetings in the members absence and have the full rights and responsibilities of membership. If an alternate attends more than three meetings, the regular member may be subject to replacement by the Board.
- 5) Reappointment of members is at the discretion of the City Commission
- 6) The Board will establish a list of officers including, Chair, Vice Chair and Secretary, each serve for one-year terms and are selected at an annual meeting;
 - a) The Chairman presides over the meetings and defines such duties as necessary to carry out the work for the board. The Chairman appoints a secretary to the Board
 - b) The Vice Chair performs the duties of the Chair in their absence
 - c) The Secretary attends all meetings of the Board and conducts the correspondence of the Board

PROPOSED TRADES ADVISORY BOARD MEETINGS

- Regular meetings are held quarterly, and special meetings may be called from time to time. Such meetings may be held at the call of the Chair or most members of the Board or by request of the City Commission
- The notices of the meetings shall be provided to members in advance no later than 7 days prior to the meeting (administered by the City Clerks Office)
- The meetings can be held in the City Chambers at the City of North Port or any facility capable of recording the meeting with a representative of the City Clerks office
- Agenda items shall be submitted no less than 10 days in advance of the Board meeting
- Absences by members – each member who knows they will be absent for a meeting, shall contact the City Clerks office and the staff liaison

NEXT STEPS

- ✓ Develop an Ordinance creating the Trades Advisory Board and seek Commission approval within 30 days
- ✓ Work with local Contractors Organization and related groups to establish membership interest in the Trades Advisory Board
- ✓ Reinstitute the Licensing Verification Team working with the Police Department and Sarasota County Licensing Board as soon as possible
- ✓ Establish a working schedule of meetings of the Trades Advisory Board, membership background and other materials
- ✓ Item one is to review the inspection process, where some members of the contractor community have expressed some concerns regarding inspection steps and requirements
- ✓ Meet regularly with Sarasota County Licensing Board and officials with DBPR to stay up to date and current on coordination
- ✓ Develop a community outreach approach to emphasize the importance of licensed and authorized contractors, as well as the importance of codes

QUESTIONS

