City of North Port

Neighborhood Development Services
4970 City Hall Boulevard
North Port, FL 34286

Phone (941) 429-7044 Fax (941) 429-7180 Email: bldginfo@cityofnorthport.com Inspections (855) 941-4636

SUBMITTAL CHECKLIST FOR A FENCE OR SHED PERMIT

*****PLEASE SUBMIT IN THE FOLLOWING ORDER*****

Please Submit the following Information and this Checklist with the Application for Construction

FENCE

1. ___ Building permit application with accurate Parcel ID number, Lot, Block & Addition
2. ___ **4** copies of survey showing existing structures w/ proposed fence highlighted
3. ___ Height & Type of fence should be included on application under work description w/ proposed fence highlighted on the survey
4. ___ Right-of-Way use permit w/ attached copy of survey

SHED

1. ___ Building permit application with accurate Parcel ID number, Lot, Block & Addition. Square Ft. of Lot & House must be included on application ***(all areas under roof, including living/entry/lanai/garage/ plus sheds or detached garages)***
2. ___ **4** current copies of survey showing existing structures & size of shed
3. ___ Right-of-Way use permit w/ attached copy of survey
4. ___ Label and highlight **3** setbacks ***(2 sides & 1 rear)***
5. ___ Engineered drawings
6. ___ Pre-wired for Electric by a manufacturer of the shed
   a. Requires an Electric Subcontractor Form or
   b. Homeowner Pulls the Electric Permit or
   c. Mark the "I am installing a shed wired for electric. The building will not be hooked up for electricity at this time. I understand a permit will be required if I do install electric to the shed in the future" line on the *Electric for shed* form.

8.___ Electric installation in the field for the shed
   a. Requires an Electric Subcontractor Form or
   b. Homeowner Pulls the Electric Permit

9.___ No Electric for shed

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!

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Permit No.

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APPLICATION FOR A CONSTRUCTION PERMIT

RESIDENTIAL ☐ **COMMERCIAL** ☐ **MISCELLANEOUS** ☐

(PLEASE PRINT CLEARLY)

Property Owner / Name _____

Property Owner / Address _____

City _____ **State** _____ **Zip** _____

Contractor's Company Name _____

Contractor's Phone No. _____ **License No.** _____

Architect _____ **Architect's Reg. No.** _____

Engineer _____ **Engineer's Reg. No.** _____

Lot _____ **Block** _____ **Addition** _____

Parcel I. D. No. _____

Job Site Address _____

Local Contact _____ **Phone No.** _____

Email _____ **Fax No.** _____

Sq. Ft. of Lot _____ **Sq. Ft. of Total Under Roof Area** _____

Contract Price _____ **Bldg. Dept. Computed Contract Price**

Office Use Only

Central Water ☐ **Well** ☐

Central Sewer ☐ **Septic** ☐

Work Description _____

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit may be required for Electrical, Plumbing, Mechanical, and Gas work, etc.

Sub-Contractor Information

ELECTRICAL / FIRE ALARM		**STATE LICENSE**	
PHONE		**CITY LICENSE**	
PLUMBING / SPRINKLER		**STATE LICENSE**	
PHONE		**CITY LICENSE**	
MECHANICAL / GAS		**STATE LICENSE**	
PHONE		**CITY LICENSE**	
ROOFING / OTHER		**STATE LICENSE**	
PHONE		**CITY LICENSE**	

Required Fees

Departments	Fees
Admin / Plan Review Fee	
Convenience Fee	
DPBR Fees	
2 % Education Surcharge	
Building Permit	
Zoning	
Public Works	
Fire	
Engineering	
Totals	

Required Approvals

Department	Initials	Date
Permit Clerk		
Building		
Zoning		
Public Works		
Engineering		
Fire		
Utilities		
Planning		

The Permit when issued will expire **180** days from the DATE issued if **INSPECTIONS** have not commenced or 180 days from the last **APPROVED INSPECTION**. FBC 105.3.2 / 105.4.1

Application Approved By: _____

"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT."

OWNER AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regarding construction and zoning.

_____
OWNER SIGNATURE

STATE OF FLORIDA, COUNTY OF SARASOTA

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____ by

_____

(name of person) who is personally known to me or who has produced _____
(type of identification) as identification.

_____
Notary
(Seal)

_____
CONTRACTOR or AGENT SIGNATURE

STATE OF FLORIDA, COUNTY OF SARASOTA

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____ by

_____

(name of person) who is personally known to me or who has produced _____
(type of identification) as identification.

_____
Notary
(Seal)

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OFFICE USE ONLY
PERMIT #

Application for a Right of Way Use Permit

PERMISSION IS HEREBY GRANTED TO

APPLICANT	**Name (Print)**			
	Email			
	Address			
	Phone Number			
TYPE OF WORK	**New Residential Construction**		**Land Clearing**	
	New Commercial Construction		**Culvert/Driveway/Sidewalk/Concrete Slab**	
	Communication Facility/System		**Fence/Shed/Garage/Pool**	
	Utility Bore Digging or FPL Pole Installation		**Other**	
LOCATION	**Street Number**		**Street Name**	
	PID Number		**Lot**	
	Block		**Addition**	

If applicable, a Corporate Bond shall be filed with the City of North Port, Florida. It is agreed between Applicant and City, bond may be used to repair any damage done, correcting any violations of ordinances and/or cleaning/restoring the grounds occupied or used by the Applicant to condition prior to issuance of this permit. ULDC CHAPTER 33; Applicant shall be responsible for repair/restoration to roadway, right-of-way, swales and adjacent properties prior to final Public Works Department approval and/or issuance to Certificate of Occupancy.

The construction authorization card shall be posted on the jobsite prior to any work being performed. The construction authorization card shall remain until a permit box for building construction is located on the property. At that time, the land clearing permit and right-of-way use permit shall be placed in the permit box.

Applicant to schedule all required inspections including after completion final inspection.

This Permit applies to Right of Way Use at **ABOVE LOCATION ONLY**.

I HEREBY AGREE to all terms under which this Permit is being issued.

Applicant Signature: _____ Date: _____

CITY OF NORTH PORT, FLORIDA

Director, Public Works or Authorized Agent: _____ Date: _____

Right-of-Way Use Permit for City of North Port
General Provisions/Conditions

a. No streets or sidewalks may be blocked or closed without prior permission from the Public Works department.

b. Repair and restoration of work area is required in accordance with City Code.

c. Fire hydrants must be accessible at all times.

d. All equipment and materials are to be properly barricaded, lighted and secured. A day/night watchman may need to be employed for that purpose.

e. Institute proper erosion control measures effecting positive drainage at all times within City right-of-way and, use Best Management Practices as required under City codes/ordnances.

f. Provision be made for the continuous operation of all utility pipes, ducts and other lines.

g. Assure affected public and private property is maintained and preserved from injury through-out work performance.

h. Assure that all work performance is done in such matter as to promote public safety.

i. Agree that all suits, actions or claims of whatever nature which may arise, occasioned either directly or indirectly by the work permitted or the special privileges granted hereunder, shall be assumed by the Applicant and that the City Commission, and all its officers, agents and employees, shall be indemnified and saved harmless there from, and that Certificates of Liability insurance be submitted by the Applicant.

j. Assure that all lines and grades furnished for poles, ducts, pipes, sidewalks, buildings and other structures are in accordance with city standards/codes.

k. The City reserves the right to revoke the Right of Way Permit without other formality than that of notifying the Applicant of this effect should there be a violation to the foregoing General Provisions or City codes/ordinances. Furthermore, to invoke the provisions of the Corporate Bond to restore the area to its original condition where deemed necessary.

l. Adherence to the National Environmental Policy Act and Endangered Species Act.

m. If this Right-of-Way Use Permit is specific to a wireless communication device or system to be located within a City right of way, the applicant shall comply with all requirements, standards and provisions set forth in State of Florida and City of North Port regulations governing same.

I HEREBY AGREE to above General Provisions/Conditions under which this Permit is being issued.

Applicant Signature: _____ Date: _____

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OWNER BUILDER STATEMENT/AFFIDAVIT

Florida Statutes are quoted here or in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DEPARTMENT TO SIGN THIS DOCUMENT

BY SIGNING THIS STATEMENT, I ATTEST THAT: (*Initial to the left of each statement)*

_____	I understand that state law requires construction to be done by a licensed contractor, I have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
_____	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
_____	I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his name instead of my own name, I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permits and contract.
_____	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
_____	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
_____	I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have a licenses required by law and by city ordinance.
_____	I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for these injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
_____	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

_____	I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
_____	I am aware of construction practices and I have access to the Florida Building Code.
_____	I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
_____	I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
_____	I agree to notify the Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.
_____	Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the Building Department may be unable to assist you with any financial loss that you sustain as the result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Property Address: _____

I, _____, do herby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

_____ _____

Signature of Owner-Builder Date

Form of Identification: _____

(Must be Photo I.D.)

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a $1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

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Electric for shed

_____I am installing a shed with no electrical wiring in it.

_____I am installing a shed wired for electric. The building will not be hooked up for electricity at this time. I understand a permit will be required if I do install electric to the shed in the future

Home owner/ Contractor _____

Address _____

Home owner/ Contractor signature _____

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Contractor Affidavit Form

I understand that it is my responsibility, as the Licensed Contractor for construction in the City of North Port, to hire only licensed and insured sub-contractors.

The attached sub-contractor verification form includes the names of sub-contractors who have worked on this property and permit. They are insured and licensed with the City of North Port.

Property Address _____ Permit # _____

Licensed Contractor's Company Name _____

_____ _____
Licensed Contractor's Signature PRINTED NAME

State of Florida,
County of Sarasota

The foregoing instrument was acknowledged before me by _____

who is personally known to me or who has produced _____ as

identification.

Witness my hand and official seal this _____ day of _____20_____.

_____
Notary Seal

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SUB-CONTRACTOR CONFIRMATION

SUB-CONTRACTOR CONFIRMS THAT HE/SHE IS RESPONSIBLE FOR THE WORK ON THIS SPECIFIC PROJECT, AND ALLOWS THE GENERAL CONTRACTOR TO OBTAIN A BUILDING PERMIT FROM THE CITY.

Gen. Contractor: _____**Permit Application #:** _____

Owner / Project Name: _____

Job Address: _____

Circle only one: Electrical Mechanical Plumbing Roofing Fire Sprinkler Other

Fire Alarm Low Voltage Fire Suppression Fire Underground

The qualifier of each major sub-trade (listed above) performing work under a general contractor must complete this form and submit it to the General Contractor **PRIOR** to issuance of permits.

Sub-Contractor: _____

Address: _____

License #: _____**Phone #:** _____

Qualifiers Affidavit
KNOW ALL MEN that I _____ (name) qualifier/agent of

_____ (name of company) do hereby certify that my company is responsible for the work as stated above.

_____
Signature of Qualifier/Agent

State of Florida, County of_____

Sworn to and subscribed before me this _____day of_____, 20_____

by_____, who is personally known to me or has

produced_____ as identification.

_____ (SEAL)
Signature, Notary Public - State of Florida

_____
Printed, Typed, or Stamped Name of Notary