

From: [Rick Hopkins](#)
To: [Linda Yates](#)
Cc: [Frank Miles](#)
Subject: FW: Process and fees for shed permits
Date: Friday, October 19, 2018 2:57:56 PM

Here is the information that you requested per our phone conversation this morning. Additional information noted in red.

*Rick Hopkins, CBO, MCP
Building Official
City of North Port*

From: Rick Hopkins
Sent: Friday, October 12, 2018 2:18 PM
To: Linda Yates <lyates@cityofnorthport.com>
Cc: Frank Miles <fmiles@cityofnorthport.com>; Peter Lear <plear@cityofnorthport.com>
Subject: Process and fees for shed permits

Here is the process that we are now following for all sheds permits no matter what the size is;

- Building Permit application
- Four new site plans are required showing the location of the proposed shed
- Copy of the DCA/DBPR (which are the engineering approval agencies) that shows how the structure is constructed and should be anchored to the earth.
- A right of way permit is required on all permits to check to see if there was any damage to the swales when the shed was delivered.
- Presently we must perform three inspections per project.

Fee's

- \$20.00 Building Administrative fee: Plans and shed specifications are provided to the permit tech's at the front counter for processing thru other departments as needed.
- \$20.00 Building Permit Fee: Plans Examiner review the documentation provided to confirm that all minimum building codes are met. These documents are then forwarded to the Zoning and P/W staff for their review. Once Zoning approves the location of the shed (checking for setbacks, septic location, drainage fields, and easements.) it is forwarded to the Zoning plans examiner for their review. The reason that this is done this way is if the shed is in the wrong location or cannot be place in the location that the home owner wants it to be, we do not want to charge them for process that we cannot do. Once all the specification are review, plans are stamp, approved, and given back to the permit tech for processing
- \$.30 State education fee
- \$4.00 for the state DBPR
- \$5.00 conv. Fee – special assessment fee paid to the building division
- \$20.00 Zoning plan review fee: Received from Building Plans Examiner, review for setbacks, septic location, and drainage fields. If approved, given to P/W Plans Examiner to process and forward to Building Plans Examiner to review and forward to the Permit Tech for processing
- \$50.00 P/W plan review fee: review for any P/W easements, then forwarded to

Building Plans Examiner

- \$55.00 P/W field inspection fee: **Inspect for any damage to right-a-way and drainage**
- **\$174.30 Total**

Proposed change

- Sheds under 200 sq/ft will be the only sheds effected
- If the shed is of the prefabricated type (metal or plastic) and can be delivered in a box to the driveway, then P/W may not need their permit (still waiting for a discussion to be made on that)
- We will start using the Health Departments septic site plan for our site plan for the shed (cost saving to our customer)
- Standardize ground attachment for shed that do not supply them with their package. This will apply to the plastic and metal sheds from the big box stores.
- With these changes we can reduce the time and amount of inspections that are required to two.

Fee reduction

- Unfortunately reviewing the fee schedule, building only has control over a couple of fees. The \$20.00 Building Administrative fee and the \$20.00 Building Permit Fee. The other fees as shown above are state mandates and zoning function that comes out of the general fund. I am sorry to say that I cannot provide much of a fee reduction as I had hoped without other department assisting.

*Rick Hopkins ,CBO, MCP
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