



**CITY OF SARASOTA BUILDING DIVISION  
1565 1<sup>ST</sup> STREET, 2<sup>ND</sup> FLOOR ANNEX  
SARASOTA, FL 34230 941-263-6494**

**NEW STAGING PLAN REQUIREMENTS FOR COMMERCIAL CONSTRUCTION  
AND SINGLE-FAMILY RESIDENTIAL PERMITS OVER 5000 SQ. FT.**

Construction sites for new commercial buildings, major renovations and single-family dwellings over 5000 square feet will require a Staging Plan Permit prior to receiving a Building Permit. Applicants must submit a Staging Plan and Staging Narrative for approval to the Building Division. Four (4) sets will be required for commercial construction and three (3) sets for residential construction.

**A. Staging Narrative**

Each of the items listed in this document shall be addressed either on the Staging Plan, included in the Staging Narrative, or both. For example, in addition to showing on-site construction parking on the Staging Plan, off-site parking details such as lease agreements, shuttle schedules, and the like would be included in the Staging Narrative.

1. Include a project schedule which gives approximate dates of construction activities including utility tie-ins, floor erection schedule, proposed topping out, exterior work, site improvements, etc...
2. Include items outlined in closures, parking, deliveries and stormwater/sedimentation/erosion as specified below.

**B. Site Staging Plan**

Before a Building permit can be issued, the City of Sarasota must receive a complete, comprehensible plan which indicates how your construction site will operate. Emphasis will be on maintaining all operations within your approved site boundaries, minimizing impact on neighboring properties and consistent attention to erosion/sedimentation control, safety, right-of-way preservation, traffic mitigation and parking regulation.

1. Prepare to scale four (4) complete sets for commercial construction and three (3) sets for residential construction. **PLAN SIZE 24 x 36 REQUIRED.** A google shot can be submitted to provide clarity but will not be an acceptable plan.
2. The Staging Plan shall be its own document; do not superimpose on other plans, unless they reveal necessary details about the footprint of the building, and/or future phases of construction.
3. Name, mobile telephone number, office telephone number, fax number and email of a 24-hour site contact person.
4. Location of job trailer or construction office.
5. Location, type and size of construction fencing, including locations of gates and gate swing radii.
6. If corners of fence correspond with cross streets, propose a fence boundary that will not obstruct sight lines for motor vehicle.
7. Location and type of construction crane(s), including weathervane radius, pick points and load swings.
8. Location and number of portable rest rooms.
9. Location of dumpster, trash chute. (May require dust control measures).
10. Location of the Fire Department connection during construction and a water supply (hydrant) in accordance with N.F.P.A. 1, Chapter 29. Provide distance to nearest hydrant.
11. Staging Plan should include the immediate boundaries of the site: dimensions and names of all streets and alleys, direction of travel, bike lanes, on-street parking and sidewalks.
12. Location of any sidewalk to be closed or protected as required by Chapter 33 of the Florida Building Code. If a sidewalk will be closed, applicant must submit a proposal for new temporary crosswalks and/or sidewalks that meet EDCM and ADA standards so that pedestrian travel can continue safely without interruption. Plans should indicate striping, signage, or changes to ground conditions. Plans for temporary sidewalk construction and/or details for sidewalk protection shall be prepared by a design professional.
13. Provide access agreements from adjacent property owners if constructed at zero lot line, or when access will be required for constructability. If access is not required, please detail how project can be constructed without an access agreement.
14. Provide a safety plan that details where and when any safety device will be needed to be deployed such as catch nets, slab edge guards and netting, covered barriers etc.
15. If EIFS systems are to be utilized detail how all rasping debris will be controlled; vacuum rasping will be required.
16. **Show all trees to be protected with Tree Barriers in place.**



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**C. Closures**

**Use of the public right-of-way for purposes of construction deliveries, utility tie-ins, et al., are undesirable to the general public and every effort shall be made to minimize imposition on the surrounding streets, alleys and travel ways. In the event that they cannot be avoided, please be aware that a right-of-way use permit must be obtained, with a clear plan of the length and nature of the work, as well as indication of how the right-of-way will be safely closed, and motorists and pedestrians will be rerouted. There is a fee associated with each closure, which will be due at the time of the permit approval.**

**1. To be included in the Narrative:**

- i. Location and time frame of any street closures (part or all of street).
- ii. A detour signage plan meeting MUTCD standards, prepared by a Certified Traffic Technician.
- iii. Provide an example of closure notification to be sent out: Include City Issued 48-Hr notice list as well as list of all residences/businesses within a one-block radius. Notices may be hand delivered, emailed or faxed.

**2. To be included on the Staging Plan:**

- i. Indicate all existing parking spaces that may be affected by closures. Indicate all parking spaces that would be included within proposed Construction boundaries.

**D. Parking**

**Parking is in high demand for visitors, customers and patrons. The City strongly discourages employees from taking up valuable on-street public parking spaces. Therefore, it will be a condition of your permit that all associated construction staff from your site will be provided either with parking on-site or in a private lot (of your arrangement) and shuttled daily to and from the work site.**

**1. To be included on the Staging Plan:**

- i. Identify a parking area for inspectors on the job site.

**2. To be included on the Staging Plan and in the Staging Narrative:**

- i. Location of parking for construction personnel. Include all off site parking – location, period of lease and number of spaces leased. If shuttle provided between parking and job site – give shuttle schedule and route of shuttle. Indicate on-site person who will be responsible for enforcing that no persons associated with your construction site are parking in Public parking spaces (unless permitted to do so). Note: Job site parking enforcement is the responsibility of the Contractor, not S.P.D. Parking Enforcement. Violations of your parking agreement will result in work stoppage.

**3. To be included in the Staging Narrative:**

- i. State what your policy will be regarding any and all construction related staff not adhering to the aforementioned parking policy.

**E. Deliveries**

**Delivery drivers tend to take the shortest route possible, whether it traverses private lanes, blocks customer access to businesses or results in damage to streets that were not intended for loads of that size and weight. Therefore, the City expects the contractor to make every effort to inform companies who will be making deliveries to their site to follow a prescribed path, including ingress and egress.**

**1. To be included on the Staging Plan:**

- i. Show loading area for material delivery to include entry and exit path of vehicles without backing into street.
- ii. Show route that delivery trucks will be instructed to follow when traveling to and from the site. All efforts should be made to avoid residential and/or small, merchant lined streets. This may be shown on a separate plan drawing, prepared at an appropriate scale in order to illustrate route through City.
- iii. Indicate where and how concrete trucks will stage during multiple yardage pours.

**F. Stormwater / Sedimentation / Erosion**

The City’s stormwater system is intended to convey storm water through the City and directly into the Bay. Contamination of the storm inlets results in direct pollution of the Sarasota Bay, and must be avoided at all cost. Construction debris and soils must be kept away from storm inlets on or near the site, and trucks which carry such debris out into the neighboring streets must also be addressed.

**1. To be include on the Staging Plan:**

- i. Indicate measures which will be taken to protect ingress/egress of site from soil outflow (ex/ Gravel base).
- ii. Show location and type of silt fencing for dust control.
- iii. Show location of storm inlets. If physical measures will be taken to protect inlets, illustrate these on the plan.
- iv. Locations of truck wash-off areas and procedures, including tires and concrete chutes.

**2. To be include in the Staging Narrative:**

- i. Indicate a schedule for Routine Street sweeping of periphery of Construction Site.
- ii. Discuss measures for the protection of storm inlets. Indicate schedule for maintenance and inspection of said measures.
- iii. Indicate dewatering protocol.

**Four (4) sets for commercial and three (3) sets for residential construction of an updated Staging Plan and Staging Narrative must be submitted to the Building Division on a quarterly basis or as changes to the operation of the construction site occur.**

For your convenience all Staging Plan and Staging Narrative Items are listed below in checklist format:

<b>A1</b>	Project Schedule		
<b>B1</b>	Plan to scale		
<b>B2</b>	Individual Document		
<b>B3</b>	Contact Person		
<b>B4</b>	Job Trailer/Office		
<b>B7</b>	Cranes		
<b>B8</b>	Portable restrooms		
<b>B9</b>	Dumpster		
<b>B10</b>	Fire Department Connection		
<b>PB11</b>	Site boundary information		
<b>B12</b>	Sidewalk closures, protection		
<b>C1i</b>	Street closure		
<b>C1ii</b>	Detour plan		
<b>C1iii</b>	Closure notifications		
<b>C2i</b>	Public Parking affected by construction		
<b>D1i</b>	Inspector parking spaces		
<b>D2i</b>	Construction personnel parking		
<b>D3i</b>	Parking policy for employee infractions		
<b>E1i</b>	Loading path		
<b>E1ii</b>	Delivery route		
<b>E1iii</b>	Truck staging		
<b>F1i</b>	Sedimentation protection at ingress and egress		
<b>F1ii</b>	Silt Fencing		
<b>F1iii</b>	Storm Inlets, protection measures		
<b>F1iv</b>	Truck wash off areas		
<b>F2i</b>	Street sweeping		
<b>F2ii</b>	Storm inlet inspections/maintenance		
<b>F2iii</b>	Dewatering		