



Building & Zoning Application

Florida Building Code 2023

Application Number _____

Please provide all 4 pages to this application
Complete in Blue or Black ink only.

Primary Contact Information:

Name: _____ Cell Phone: _____
 Company Name: _____ Business Phone: _____ Ext. _____
 Email: _____ Fax: _____

Site Address: _____ **Parcel ID:** _____

Single Family/Duplex _____ Multi-Family _____ Commercial _____ Mixed Use _____ # of Bldgs _____ # of Units _____ # of Stories _____

Circle Construction Type : I II III IV V One - Hour Protect Y or N

Existing SQ FT "Under Roof" _____ Existing Net SQ FT "Under AC" _____

Addition NEW SQ FT "Under Roof" _____ Addition NEW SQ "Under AC" _____

Electric _____ Plumbing _____ Sign _____ Fence _____ Tent _____ Canopy/Shade _____

Description of work: _____

Notice of Commencement Required? Y N

Census Item _____ Occupancy Use Code _____ Construction Amount \$ _____ Prepay Amount \$ _____ Occupant Load _____

Check Appropriate Permit Request

Blueprints must be 24" x 36"

- New Home & Additions 5 sets New Commercial or Commercial Additions / Renovations 5 Sets
 Residential Renovations & Repairs 5 sets **Number of Pages per set:** _____
 Reroofs/Recovers Commercial or Residential 5 sets **Is a Disk being provided? Y or N**

Change of Commercial Use? _____ Existing Use _____ Proposed Use: _____

Contractor's Name: _____ City Registration # _____

Business Name: _____ State Cert/Reg # _____

Address: _____ Primary Phone: _____

Email: _____ Fax: _____

Property Owner: _____

Address : _____

City: _____ State _____ Zip Code _____ Phone: _____

Architect's Name: _____ Firm: _____

Address : _____ Email: _____

City: _____ State _____ Zip Code _____ Phone: _____

Engineer's Name: _____ Firm: _____

Address : _____ Email: _____

City: _____ State _____ Zip Code _____ Phone: _____

FBC 2023 105.3.3 An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification repair, or addition unless the permit either includes on its face or there is attached to the permit the following statement: "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

A **Right-of Way Use Permit** shall be required by the City Engineer if the use of the right-of-way is necessary. Such right-of way usage includes but is not limited to the closure of streets, sidewalks, bicycle lanes, utility-strips, and or the installation of driveways, aprons, irrigation, lighting and landscaping. Furthermore, the City Engineer may require an **Erosion Control Permit** if cutting, filling, grading or altering the natural topography of real property by any means which will impact the environment, the City's storm water system or the surrounding areas.

Tree Protection Ordinance

If any trees or palms are to be removed, relocated or protected, call 941.263.6000 x 36536 and ask the City Arborist for more information.

Pollution Control Division

A) If the activity involves an underground fuel storage tank, check the appropriate box:

No change of tanks Yes, tanks(s) to be installed Yes, tank(s) to be removed

If you checked a box indicating tanks are to be installed or removed, your building permit must reflect this and you must contact the Air and Water Quality Protection Storage Tank Program at 941.650.9087

B) If the activity involves renovation or demolition, answer the following:

Has the building ever been used for any non-residential purpose?	Yes _____	No _____
If the building is residential, does it contain more than four (4) living units?	Yes _____	No _____
If the building is residential, is it being demolished to make way for a commercial, municipal or multi-residential project?	Yes _____	No _____

If you checked "yes" for any of these three questions, you may be required to submit an Asbestos Survey & Project Notification Form in accordance with Federal law. Please contact Sarasota County at 941.650.7519 or 941.650.3923 and ask for the Air Quality Program for further details.

ASBESTOS REMOVAL DISCLOSURE STATEMENT FOR PROPERTY OWNERS ACTING AS THEIR OWN CONTRACTOR

State law requires asbestos abatement to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own asbestos abatement contractor even though you do not have a license. you must supervise the construction yourself. You may move, remove or dispose of asbestos containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor, your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. It is your responsibility to make sure that all people employed by you have licenses required by state law and by county or municipal ordinances.

I certify that I have read the Asbestos Removal Disclosure Statement printed above and that I understand my obligations under Florida law and local and municipal ordinance. I further certify that I will comply with all provisions of those laws and ordinances and that I will allow any authorized employee of the City of Sarasota to enter the premises associated with this project for the purpose of ascertaining full compliance.

Signature of Owner

Date

Notary

My Commission Expires

**OWNER'S DISCLOSURE STATEMENT
APPLICABLE TO OWNERS ACTING AS THEIR OWN CONTRACTOR**

1) I understand that state law requires construction to be done by a licensed contractor and 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.

2) 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.

3) I understand, that as an owner builder, I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her 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 permits and contracts.

4) 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 \$75,000.00. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

5) I understand that, as the owner-builder, I must provide direct on-site supervision of the construction.

6) I understand that I may not hire an unlicensed 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 who I employ have the licenses required by law and by county or municipal ordinance.

7) 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 subject to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My home owner's insurance may not provide coverage for those 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

8) 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 that I must comply with the 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 employees. I understand that my failure to follow these laws may subject me to serious **financial risk**.

9) I agree that, as the party legally and financially responsible for the 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.

10) 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, or the Florida Department of Revenue. I also understand that I may contact the Construction Industry Licensing Board at 850.487.1395 or at www.myflorida.com for more information about licensed contractors.

11) 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 following address _____.

12) I agree to notify the City of Sarasota immediately of any additions, deletions or changes to any of the information that I have provided on this disclosure. 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 and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a 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 any unlicensed contractor or employee of an individual or 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. Before a building permit can be issued, this disclosure statement must be completed, signed by the property owner, notarized and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver's license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

OWNER'S AFFIDAVIT

I certify that all the foregoing information is accurate and that all work will be done in compliance with all the applicable laws regulating construction.

I agree to allow any authorized employees of the City of Sarasota to enter upon the premises associated with this project for the purpose of ascertaining compliance with the terms and conditions of the application or permit.

Signature of Owner

Notary & Seal

Date

Date

APPLICATION FOR PERMIT BY CONTRACTOR

Contractor's Signature: _____ Printed Name: _____ Date: _____

Agent's Signature: _____ Printed Name: _____ Date: _____

According to the City's ordinance, construction is allowed between the hours of
6 AM - 9 PM weekdays and 9 AM - 9 PM on weekends and holidays.

Fee Schedule

*

Triple Fee _____

- Zoning & Zoning Inspection _____
- Building _____
- Electrical _____
- Plumbing _____
- Gas _____
- AC/Mechanical _____
- Roofing _____
- Fire: Alarms _____
- Suppression _____
- Sprinkler _____
- Fire Final _____
- Radon _____
- Demolition _____
- Historic Demolition _____
- Cert. of Occupancy _____
- Cert. of Completion _____
- Signs _____
- Miscellaneous _____
- Engineering _____
- Scanning Fee _____
- Lien/Notary _____
- Public Art _____
- Training & Certification _____
- Fire Impact _____
- EMS Impact _____
- Fire & EMS City Srv Fee 1% _____
- Fire County Svc 1.25 % _____
- EMS County Svc 1.25 % _____
- Fax _____
- Historic & PAR _____
- Total Fees** _____
- Credit Card Fees _____
- Permit Total** _____

Prepay Validation

Plans Review	Approved/Denied	Date

Notes

	Approval Initials	Approval Date
Zoning	_____	_____
Engineering	_____	_____
Utilities	_____	_____
Public Works	_____	_____
Purchasing	_____	_____
Historical Planning	_____	_____
Notified	_____	_____

Zoning Notes	Flood Zone