

NEW BUILDING PERMIT APPLICATIONS

1. Submit 1 APPLICATION FORM

A. Required Sections

- 1) Site address (and unit # if applicable)
- 2) Work section
 - a) Location type and work description
 - b) Contract/Estimated cost of project
 - c) FEMA value of improvement (if applicable)
- 3) Contractor section
- 4) Owner section
- 5) Tenant Section (commercial projects only)
- 6) Owner's signature (or signature of contractor as owner's agent), notarized OR witnessed in writing by office staff
- 7) Contractor's signature, notarized OR witnessed in writing by office staff
 - a) **If Owner pulls permit as Contractor:**
 - (1) both Owner and Contractor lines to be signed by owner
 - (2) signatures must be notarized or witnessed in writing by Planning, Zoning, and Building Department staff
 - (3) completed/fully executed and notarized homeowner affidavit required

2. Submit 3 COLLATED PACKETS OF PLANS/DOCUMENTATION

A. Re-Roof Permits

- 1) Minimum Roofing Requirements Form, completed
- 2) Contract or detailed work description
- 3) Manufacturer's installation specifications

B. New Construction/Exterior Additions (house, garage, pools, cages, decks, etc)*

- 1) Current survey
- 2) Site plan, etc., demonstrating compliance with Zoning Code
- 3) Construction plans/engineering, signed and sealed per State statutes
- 4) Electrical plan (if applicable)
- 5) Plumbing plans (if applicable)
- 6) Energy forms (if applicable)
- 7) Four (4) sets fire sprinkler plans as required

C. Interior Alterations*

- 1) Floor Plan (existing & proposed clearly shown)

- 2) Construction details (ie, wall construction), signed and sealed per State statutes
- 3) Electrical plan (if applicable)
- 4) Plumbing plans (if applicable)
- 5) Four (4) sets fire sprinkler plans (if applicable)

* FEMA forms to be submitted, if applicable

D. Marine construction (docks, lifts, seawalls, etc.)

- 1) A Site plan and elevation plan demonstrating compliance with Zoning Code
- 2) Technical specifications
- 3) Electrical plan for electrical lifts/davits (showing existing and/or proposed)

E. Fences, privacy walls, etc.

- 1) Site plan showing construction (height, materials, etc.) in conformance with Zoning Code

ELECTRICAL/HVAC/PLUMBING/GAS APPLICATIONS – DOCUMENTATION

1. Review will determine whether plans are required

A. If work is associated with a Building Permit, plans must be approved through the Building Permit review process.

2. Mechanical Change Outs

- A.** Inform inspection clerk in advance of date and approximate time work will be completed.
- B.** Contractor to call for the inspection at least one hour before the work is completed and wait on site until inspection is complete.

NOTICE OF COMMENCEMENT

Prior to the issuance of a permit, a copy of the proper Notice of Commencement, recorded in the appropriate county, must be submitted for any building permit valued over \$2,500 or for any independent (not associated with a building permit) electrical, mechanical, plumbing or gas permit valued at more than \$2,500 (\$5,000 for mechanical change outs).

LICENSING/INSURANCE

In order to conduct work, be issued permits or schedule inspections, Contractors must maintain the following ACTIVE certifications on file with the Department

1. Licenses

- A.** State certified contractor: current state license
- B.** State registered contractor: state license & Manatee/Sarasota county licenses
- C.** Local municipality specialty contractor: Manatee/Sarasota county licenses
- D.** Work not requiring contractor licensing: Occupational license

Insurance certificates for Workers' Compensation (or exemption) AND General Liability

CHANGE ORDERS/ADDENDA (to approved permits/plans)

1. A Letter of Transmittal by contractor of record required with each submittal.
2. All plans, documents, specifications to be submitted in triplicate.

3. Fees may be charged for change orders.
4. Additional fees may be applied when scope of work is increased by change order.

INSPECTIONS

1. **SCHEDULING** Must be requested *at least* 24 hours before preferred time and will be scheduled on a FIRST COME/FIRST SERVE basis.
2. **EXISTING BUILDING INSPECTIONS** Before issuing a permit, the building official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy. He shall inspect all buildings, structures, electrical, gas mechanical and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of the technical codes.
3. **MANUFACTURERS AND FABRICATORS** When deemed necessary by the building official, he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the technical codes.
4. **MINIMUM REQUIRED INSPECTIONS** are shown below. Required inspections include, but may not be limited to, those listed below. Additional inspections – such as stem wall, straps, tiebeams, roof nail down – will be required depending upon the project.
 - A. **Required Inspections** The building official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical codes.
 - 1) **BUILDING**
 - a) Foundation inspection: To be made after trenches are excavated and forms erected.
 - b) Spot Survey review: To be submitted prior to the framing inspection. The spot survey, including all of the wall corners, shall be submitted and reviewed for consistency with the approved site plan.
 - c) Frame inspection: To be made after the roof, all framing, fire blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.
 - d) Final inspection: To be made after the building is completed and ready for occupancy.
 - 2) **ELECTRICAL**
 - a) Underground inspection: To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

- b) Rough-in inspection: To be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of wall or ceiling membranes.
- c) Final inspection: To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

3) **PLUMBING**

- a) Underground inspection: To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
- b) Rough-In inspection: To be made after the roof, framing, fireblocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes.
- c) Final inspection: to be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

NOTE: See Section 311 of the Standard Plumbing Code for required tests.

4) **MECHANICAL**

- a) Underground inspection: To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place
- b) Rough-In inspection: To be made after the roof, framing, fireblocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
- c) Final inspection: To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

5) **GAS**

- a) Rough Piping inspection: To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
- b) Final Piping inspection: To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
- c) Final inspection: To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to insure compliance with all the requirements of the code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.