



CITY OF NORTH PORT
 BUILDING DEPARTMENT
 4970 CITY HALL BOULEVARD
 NORTH PORT FL 34286

Phone (941) 429-7015

Inspections (941) 429-7031

NEW SINGLE FAMILY CHECK LIST

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

REQUIRED FORMS (check mark if item is in package)

1. ___ Check for **10%** of the square footage under roof-must match sq. ft. printed on plans
2. ___ Building permit application with accurate Parcel ID number, Lot, Block & Addition
3. ___ Sarasota Property Parcel Detail Page (computer print out)
4. ___ Split & combine Form (if applicable)
5. ___ Land clearing permit application **w/3 color coded** copies of survey showing all trees on property w/diameters, **X's** on trees being removed; proposed house, driveway, well & drain field
6. ___ Water availability letter from North Port Utilities (phone 426-9500)
7. ___ Utility payment verification **and/or** Approved Septic Permit or **45 day old** Receipt from Health Dept.
8. ___ Notice of Commencement (recorded in So. County Office, Venice)
9. ___ Right of Way use permit
10. ___ Culvert Permit
11. ___ Temporary Power Form (or TUG)
12. ___ Best Management Practice Compliance form **w/3 copies** of site plans showing silt fence & drainage.
13. ___ **4** copies of color coded landscape plan
14. ___ Boundary Survey w/raised and signed seal
15. ___ **2** '2004' energy code calculations forms and manual J calculations forms
16. ___ **3** sets of truss layouts-must be initialed by engineer
17. ___ '2004' Data Summary Sheet, 1 original -signed & sealed and 2 copies W/LEGAL DESCRIPTION
18. ___ **3** sets of plans-signed & sealed

****Optional as needed**

- Natural Gas Installation Yes ___
- Security System Installed Yes ___
- Irrigation System Installed Yes ___

YOU WILL PAY IMPACT FEES JUST BEFORE YOU CERTIFICATE OF OCCUPANCY (CO) IS ISSUED. CALL FOR THE AMOUNT DUE AT THE END OF CONSTRUCTIONS AFTER ALL INSPECTIONS HAVE BEEN APPROVED. AT THAT TIME WE ALSO NEED THE COMPLETED/SIGNED TERMITE CERTIFICATE (MUST BE ON NO. PORT FORM ONLY) AND 1 COPY OF SUBCONTRACTOR VERIFICATION FORM SHOWING WHO PERFORMED ALL WORK ALONG W/SIGNED AFFIDAVIT.