

**SARASOTA COUNTY, FLORIDA
BUILDING AND/OR WNCA WORK
PERMIT APPLICATION**

(THIS IS NOT A PERMIT)

South County:

Planning and Development Services Business Center
4000 Tamiami Trail S. Room 122
Venice, Florida 34293-5076
941-861-3282 (Fax)

North County:

Planning and Development Services Business Center
1301 Cattlemen Rd. Bldg A
Sarasota, Florida 34232-6226
941-861-6471 (Fax)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

Over-the-counter applications by fax are accepted when paying with MasterCard or Visa. Faxed plans which are illegible, or which require an architect's or engineer's raised seal will not be accepted.

CONSTRUCTION LIEN LAW: The Construction Lien law (Chapter 713, Part I, Florida Statutes) provides a method by which a contractor, subcontractor, laborer, building material supplier, architect, landscape architect, interior designer, engineer or land surveyor may claim a lien on real property on which he/she has done work or to which he/she has furnished materials.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

COUNTY RESPONSIBILITY: Nothing herein shall be deemed to authorize or create a duty on the part of the County and its officers, agents and employees to assure or guarantee construction and work in compliance with County ordinances or the plans and specifications submitted thereunder. County officials administering this permit conduct only spot checks to the best of their ability and within the limitations of the available time and personnel. No expectations based upon permits or approvals issued hereunder should arise that construction and work performed pursuant to said permits or approvals does in fact comply with County ordinances or the plans and specifications submitted thereunder. Any person desiring to assure such compliance should seek the assistance of independent persons qualified to perform such evaluations.

WNCA WORK PERMIT APPLICATIONS: This application may be utilized to file jointly (or separately) for Water and Navigation Control authority (WNCA) permits: **Minor or General** for the construction and repair of docks, bulkheads, boathouses, rock revetments, fishing piers, boat-lifts, davits, and maintenance dredges or **Major** for those proposals that do not qualify for a Minor or General permit (ask for a Major Work Permit application supplement). **Submitted plans shall meet the requirements provided on the application supplement.**

TRANSMISSION TOWER APPLICATIONS: This application may be utilized to file jointly (or separately) for a Transmission Tower. **Submitted plans shall meet the requirements provided on the application supplement.**

COMPLIANCE: The owners, authorized agent or contractor certifies that, together with plans and specifications submitted to the Development Services Business Center, Permitting & Inspection Services, this application shows a true representation of the construction to be accomplished under this permit. It is understood that any deviations from the original documents, unless approved by Development Services Business Center's Executive Director, will render the permit invalid. The owner(s), authorized agent or contractor further agrees to comply with all Sarasota County laws and codes pertaining to the work and agree at any time to make all changes required by Development Services Business Center's Executive Director to conform to County and State ordinances, laws and regulations.

EXPIRATION OF PERMIT: A Building Permit issued pursuant to this application will become invalid after (180) days from the date of issuance if the work is not commenced or is suspended or abandoned, or if more than (180) days elapse between required inspections and no Certificate of Occupancy has been issued. Construction authorized under a **Water and Navigation Control Authority (WNCA) Work Permit** issued pursuant to this application must be commenced within one year from the date of issuance and shall be completed within three years from the date of issuance. In the event that authorized work is not commenced or completed within said time periods, reapplication must be made to Development Services Business Center for reauthorization.

EXPIRATION OF PERMIT APPLICATIONS: **Section 104.1.6, Florida Building Code** – An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of filing for the permit, unless before then a permit has been issued. One (1) extension of time of not more than 90 days may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated.

REFUNDS: Refunds of fees shall be based on Sarasota County Fee Resolution No. 2007-229, Exhibit A, Section 6.K.

Application must be completely filled in except where noted, and signed by owner, authorized agent and contractor BEFORE processing can begin.

OFFICE USE ONLY

REQUIRED:

0_- - (BLDG #)
0_- - (WNCA #)
North South

Minimum two sets plans, three sets if well or septic.

This application IS / IS NOT subject to the requirements of the Sarasota County Concurrency Management Systems Regulations.

APPLICATION DATE _____

PARCEL TAX IDENTIFICATION NO. --

PROPERTY OWNER'S NAME _____ PHONE _____

OWNER'S MAILING ADDRESS _____ FAX # _____

CITY _____ STATE _____ ZIP _____ E-MAIL _____

PROJECT ADDRESS _____ CITY _____

LEGAL DESCRIPTION: LOT _____ BLK _____ SUBDIVISION _____

METES & BOUNDS NAME OF WATERWAY _____

CONTRACTOR'S NAME _____ LICENSE # _____

COMPANY NAME _____ PHONE # _____

CONTRACTOR'S ADDRESS _____ FAX # _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ PHONE # _____ FAX # _____

CONTACT ADDRESS _____ E-MAIL _____

ARCHITECT/ENGINEER _____ PHONE # _____

ADDRESS _____ FAX # _____

CITY _____ STATE _____ ZIP _____

WORK DESCRIPTION: _____

IF APPLYING FOR A WNCA PERMIT, PLEASE CHECK: _____ MINOR _____ GENERAL _____ MAJOR

ESTIMATED COST OF PROJECT _____

EXTRA JOB SITE COPIES (# _____)

TRIPLE FEE (AFTER-THE-FACT) 0_- _____ -CP (If Applicable)

METER SIZE _____

NUMBER OF DWELLING UNITS _____

PROPOSED TOTAL ENCL. SQ. FOOTAGE _____

NUMBER OF STORIES _____

LAWN IRRIGATION WATER CONDITIONER

WATER SOURCE: CENTRAL WELL

TYPE OF GAS: LP NATURAL

SEWER SOURCE: CENTRAL SEPTIC

FOOD SERVICE SHELL ONLY

NO. OF WATER CONNECTIONS _____

SERVICE AMPERAGE _____

NO. OF SEWER CONNECTIONS _____

MILES MOVED (Building Moving) _____

NO. OF TOILETS (Incl. Toilets, urinals & bidets) _____

FIRE SPRINKLERED 1-HOUR PROTECTED

Prior Demolition Permit 0_- _____ -BD (New Home Application Only)

**ROUTING FORM FOR ALL NEW CONSTRUCTION, ADDITIONS, RENOVATIONS AND DEMOLITIONS
ALL "YES" / "NO" questions MUST be answered**

NATURAL RESOURCES - (941) 861-5000

Coastal Properties and Waterways

- Does the property border/contain a shoreline, lake, ditch or canal?** YES NO
- Is the property located along the Gulf of Mexico or Big Pass?** YES NO
- Is the property located along or nearby the Myakka River?** YES NO

If YES to any of the above, certain setbacks may be required. In addition, the requirements of one or more of the following Codes (WNCA, Coastal Setback, Myakka River Protection, Marine Turtle Protection) may be applicable.

Vegetation and Native Habitats

- Does the property border/contain a wetland?** If YES, the proposed activity will be required to avoid, minimize and possibly mitigate impacts. YES NO
- Has your property been historically cleared or landscaped?** If NO, native habitat (e.g. scrub, mesic hammock, coastal hammock) may exist on the property which may have protection requirements. YES NO
- Does your property border/contain a Preservation/Conservation Area or Conservation Easement?** YES NO

Wildlife

Many properties are utilized by wildlife that are protected by state/federal laws. If it is determined that protected wildlife occupy your property, consultation with with the appropriate state/federal agencies may be required prior to permit issuance.

- Have you observed a bald eagle, Florida Scrub-jay, or gopher tortoise on or nearby your property?** YES NO

Tree Protection

The Following Activities Do Not Require A Tree Permit.

Addition to an existing residential dwelling, (i.e. pool, shed, room, dock, interior) unless there is a grand tree on site. Commercial interiors, modular building installation, walls, demolition, docks (only if no trees are to be removed).

Tree Permits are required for all new construction not exempted above even if no trees exist on the site. All parcels shall have at least one tree per 2,000 square feet of property. If trees are located on the property, the proposed activity will be required to avoid and minimize impacts to trees. If a Grand Tree is located on the property, additional protection measures will be required.

If a Tree Permit has been issued for the lot, what is the Permit No.? _____

- Is the property is located on a Canopy Road?** YES NO

AIR & WATER QUALITY

- Does the activity involve petroleum or chemical storage tanks (excluding propane), a petroleum contaminated site or monitoring wells? YES NO
- Does the activity involve renovation or demolition of a commercial building? YES NO
- Does the activity involve renovation or demolition of a residential building with greater than four living units, or does it involve more than one residential dwelling? YES NO

IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED 'YES,' PLEASE CONTACT NATURAL RESOURCES, AIR QUALITY/ STORAGE TANK MANAGEMENT THROUGH THE COUNTY CALL CENTER AT 941-861-5000

- Will operations at the planned facility result in discharge from the site of materials or substances other than rainwater, or to the air of chemicals, vapors, or particulate matter? YES NO
- Does the activity involve excavation near, or demolition of an existing habitable structure built prior to 1975? YES NO

IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED 'YES,' PLEASE CONTACT WATER RESOURCES THROUGH THE COUNTY CALL CENTER AT 941-861-5000

Projects disturbing more than 1 acre of land, or less than 1 acre of land if part of a larger common plan of development, will be required to obtain National pollutant Discharge Elimination System (NPDES) coverage under the state Generic Permit for Stormwater Discharge from Large and Small Construction Activities. Additional information can be found on the Florida Department of Environmental Protection website at: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>.

**DISCLOSURE STATEMENT FOR OWNERS
ACTING AS THEIR OWN CONTRACTOR**

Florida Statute Chapter 489 requires construction 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 contractor, with restrictions, even though you do not have a license. You must provide direct, on site supervision of the construction yourself. You may build or improve a one or two-family residence or a farm outbuilding. You may also build or improve a commercial building provided your costs do not exceed \$10,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within one year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by State Law and by County Ordinances. You 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 your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide Worker's Compensation for that employee, all as described by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

CONTRACTOR/AGENT/OWNER AFFIDAVIT

The undersigned states and affirms that he/she is the owner of the property or has been authorized to act by the owner under the legal description of property to be used for the proposed construction as described, and that, if the owner, the building is for his/her own use and occupancy and is not being built or offered for sale or lease.

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 and zoning. I agree to allow any authorized employee of Sarasota County 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, and/or permit stipulations.

WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor/Agent: _____ Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

Affirmed and subscribed before me this _____ day of _____, 20____.

_____ (name of person making statement). Identification produced

Commission No. _____

Signature of Notary Public-State of Florida

Property Owner: _____ Print Name: _____

Co-Owner: _____ Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

Affirmed and subscribed before me this _____ day of _____, 20____.

_____ (name of person making statement). Identification produced

Commission No. _____

Signature of Notary Public-State of Florida

Note: Subcontractor's verification form for electrical, plumbing, gas, mechanical and roofing must be submitted prior to the issuance of a building permit.

ENVIRONMENTAL SERVICES - RESOURCE PROTECTION
APPLICATION SUPPLEMENT FOR THE JOINT FILING OF WNCA
MINOR/GENERAL WORK AND BUILDING PERMIT APPLICATIONS

For the construction of new docks, fishing piers, boat-lifts, davits, boathouses, modifications, repairs, and/or bulkhead repairs, retaining walls, rock revetments, maintenance dredging, etc.

The permit application should contain the following:

- 1. **ORIGINAL AND ONE COPY OF THE COMPLETED BUILDING/WNCA JOINT APPLICATION** and two copies of the following drawings and general application requirements:
 - a. Location Sketch showing adjacent properties and ownership, project site, with north arrow streets and waterway identification, including all navigation channels.
 - b. Plan View of the project site and adjacent shoreline properties.
 - c. Cross-Sectional View of the proposed work that is signed and sealed by a professional engineer consistent with the attached specific requirements. Included should also be construction detail enlargements by professional engineer or manufacturer, showing typical connections, materials utilized, bracing, and manufacturer specifications including foundation design and/or engineered design specifications for concrete piles and docks. Please note that all concrete is to be a minimum 5,000 p.s.i. for salt or brackish waters.

NOTE: All drawings must be consistent with the Specific Requirements for application drawings on Pages 2 and 3 of this supplement.
 - d. Work Description detailing construction processes and equipment to be used.
- 2. **PROOF OF PROPERTY OWNERSHIP** of the property to be developed (i.e., deed or recent property tax receipt), parcel identification number and legal description of the property including any submerged lands
- 3. **COPY OF PERMIT APPLICATION AS SUBMITTED TO FDEP AND/OR ACOE, OR APPROVED PERMIT, IF AVAILABLE.** Contact these agencies for more information regarding their permitting processes, to the following locations:

Florida Department of Environmental Protection (FDEP), 13051 N. Telecom Parkway, Temple Terrace, Florida, 33637, 813-632-7600; and

U. S. Army Corps of Engineers (ACOE), 10117 Princess Palm Ave., Suite 120, Tampa, Florida, 33610-8302, 813-769-7070.
- 4. **\$200.00 NON-REFUNDABLE REVIEW FEE.** This fee is due at the time of application submittal. Additional permit fees will be due upon permit issuance.

NOTE:

- a. Construction shall not commence prior to issuance of permit. Any deviation from the permitted construction will invalidate the permit and subject the owner (s) to criminal and/or civil prosecution pursuant to the Sarasota County Code, Chapter 54, Article XX, WNCA Code.
- b. For Building Code compliance and structural safety, the installation of water and/or electric on boat dock structures, a separate Building Permit from Sarasota County Planning & Development Services, Permitting and Inspection Services office, is also necessary: North County, 1301 Cattlemen Road, Bldg. A, Sarasota, Florida 34232-6299, or South County, 4000 Tamiami Trail South, Room 122, Venice, Florida 34293.

SPECIFIC REQUIREMENTS FOR APPLICATION DRAWINGS

Please note that the following requirements for application drawings are only intended as guidelines for your use. Additional information may be required by the County in order to evaluate the proposal in reference to specific site conditions.

DOCKS AND OTHER SIMILAR STRUCTURES

PLAN VIEW shall at least include, but is not limited to the following:

- distance of structures from mean high water line (MHWL),
- location and dimensions of existing and proposed docks, pilings, boat-lifts, etc.,
- width of waterway,
- length and width of access ramp and main platform,
- distance to mooring pilings, property lines, Intracoastal Waterway (ICW), and any other navigational channels,
- water depths relative to mean low water (MLW) from shoreline to channel and within proposed mooring areas,
- length of owner's shoreline,
- riparian line setbacks (a certified riparian rights survey by a professional land surveyor may be required),
- Affidavit of No Objection, if needed,
- existing native habitats and any proposed impacts,
- mitigation plan if any impacts to native habitats are proposed,
- the location of the approximate MHWL or ordinary high water line (OHWL) and shoreline vegetation,
- location of silt screens, hay bale assemblies, and/or other means of controlling turbidity or sediment transport.

CROSS-SECTIONAL VIEW shall at least include, but is not limited to the following:

- the elevation line for MHWL or OHWL,
- depth of piling or wall penetration, depth of water at mean low water, height of structure(s) above MHWL,
- deck spacing and plank width,
- materials to be utilized.

REVTMENTS, BULKHEADS AND RETAINING WALLS

PLAN VIEW shall at least include, but is not limited to the following:

- location, length, and width of structure relative to MHWL, shoreline vegetation, buildings and other similar structures, top of bank, etc.,
- existing native habitats and any proposed impacts,
- location of silt screens, hay bale assemblies, and/or other means of controlling turbidity or sediment transport,
- shoreline enhancement/softening plan,
- mitigation plan if any impacts to native habitats are proposed.

CROSS-SECTIONAL VIEW shall at least include, but is not limited to the following:

- elevations at toe and top of revetment referenced to MHWL and to all wetland vegetation,
- slope of revetment (slope of all rock revetments must not be greater than 2 feet horizontal to 1 foot vertical),
- elevations of toe and top of retaining wall, bulkhead, referenced to MHWL and to all wetland vegetation, materials to be utilized,
- indicate filter cloth location, size, type of rock, panels, footers, tie-backs, dead-men, etc.

All shoreline stabilization structures shall not extend waterward of the MHWL and all wetland vegetation. In addition, vertical bulkheads and retaining walls require plans prepared and sealed by a professional engineer for the structural design, including calculations for all load carrying elements and connections.

DREDGING AND FILLING

PLAN VIEW shall at least include, but is not limited to the following:

- plans must be prepared and sealed by a registered professional engineer,
- indicate existing and proposed elevations and depths, including depth of silt (if any),
- indicate location and describe method of dredging, spoil disposal, and dewatering details,
- describe water quality monitoring, water quality control, methods, and indicate monitoring stations,
- Best Management Practices (e.g., turbidity curtains),
- submit a copy of applications to State and Federal authorities for same work,
- provide detailed and supporting documentation of ownership of submerged bottom lands, if any,
- dredging must be setback a minimum of 10' from all native habitats (i.e., seagrasses, mangroves, oyster beds, etc.),
- existing native habitats and any proposed impacts,
- mitigation plan if any impacts to native habitats are proposed,
- indicate the controlling water depth within the ingress/egress of the site.

CROSS-SECTIONAL VIEW shall at least include, but is not limited to the following:

- plans must indicate existing and proposed elevations and depths, including depth of silt (if any), note that core borings may be required in order to determine sediment layers and previous dredge depths,
- indicate extent (location, width, depth, etc.) of previous dredging,
- plans must be prepared and sealed by a registered professional engineer.

Please submit any written documentation (i.e., Federal, State, and County permits) that supports previous dredge/fill events. Only maintenance dredging to original permitted depths is allowed, or to the controlling depths to the nearest channel, whichever is less.

**No new dredging, or dredging deeper than original permitted depths,
is allowed under a General/Minor Work Permit.**

**ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON
SITE CONDITIONS AND PROJECT DETAILS**

For more information contact

Environmental Services/Resource Protection at 941-861-5000 or
visit Resource Protection offices at the following locations:

North County - 1301 Cattlemen Rd., Bldg. D, Sarasota, FL 34232

South County - 4000 S. Tamiami Trail, Room 122, Venice, FL 34293