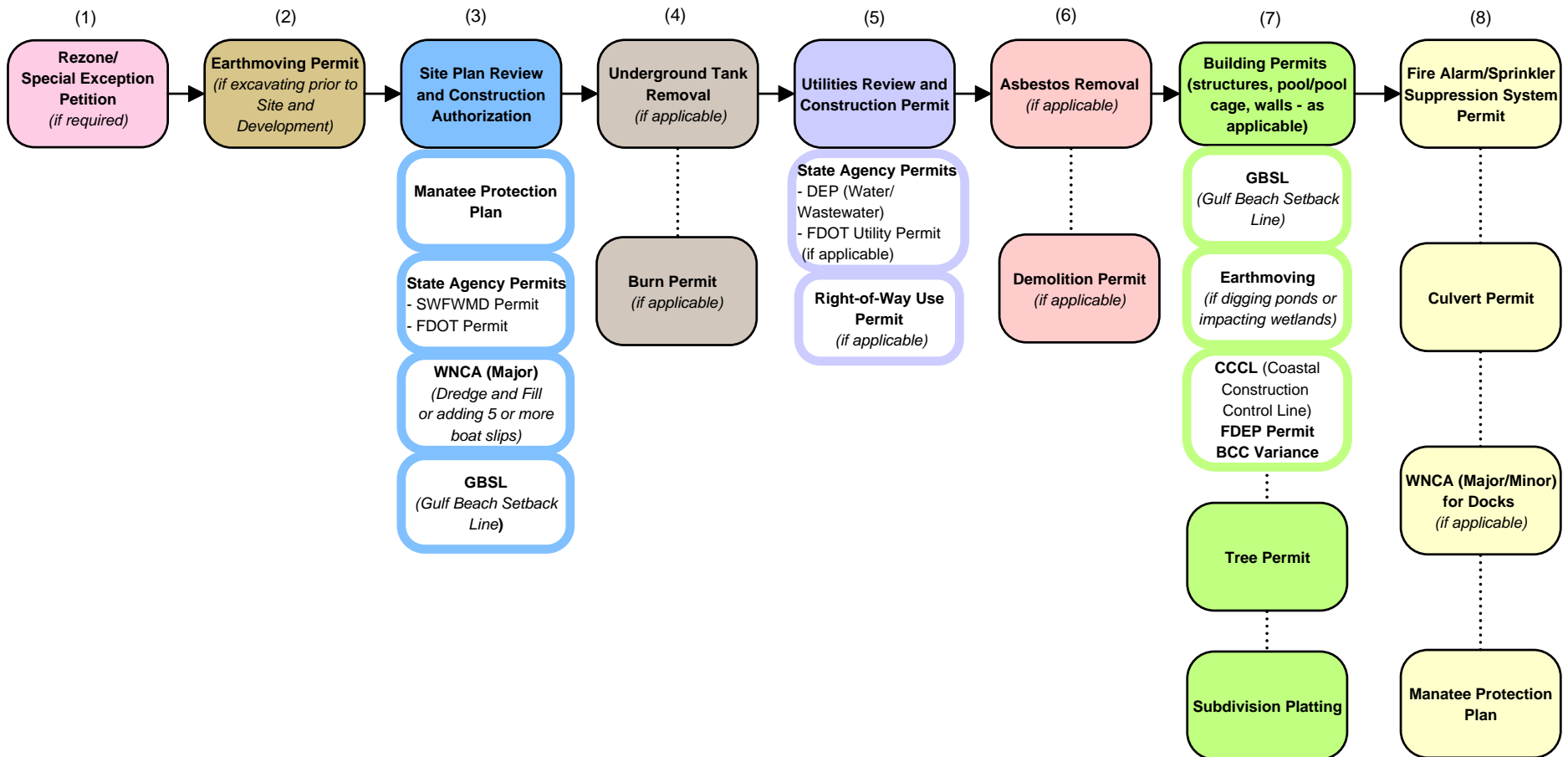


## Application Review Process Guides

This flow chart is to assist a developer with getting their project permitted in Sarasota County. The flow chart lists the major permits that may be required during the process. Please call 941-861-5000 for information on specific permits.



**Right arrows** show the recommended order for obtaining the major permits.

**Dotted lines** show permits that should be obtained at or about the same time as the ones they are connected to. They are required prior to doing the specific work, not in order to obtain approval of the major permit.

**Lower level, unshaded boxes**, are permits that would be required to be approved prior to approval of the major permit

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### Step One (1, both or neither may be required):

- Rezoning – If the intended use is not permitted in the zoning district assigned to your property then the first step is to Rezone it.
- Special Exception – If the intended use is only permitted in the zoning district with a Special Exception then you would need to apply for a Special Exception.

### Step Two:

- Earthmoving Permit – Required if the developer wants to begin earthmoving, prior to obtaining a site permit.

### Step Three:

- Site and Development/Construction Authorization: Required to do any work on the site, such as paving, grading, drainage or landscaping. All Board action pertaining to Rezones or Special Exceptions must be completed prior to plan submission.
- The following permits may be required prior to Site Plan Approval and Construction Authorization:
  - MPP (Manatee Protection Plan)
  - SWFWMD Permit (Southwest Florida Water Management District)
  - FDOT Permit (Florida Department of Transportation)
  - WNCA (Major) (Water & Navigation Control Authority) – if doing dredge and fill or adding 5 or more boat slips
  - GBSL (Gulf Beach Setback Line) - Required if building seaward of the established line.

### Step Four:

- Underground Tank Removal – Required if there are underground storage or fuel tanks to be removed.
- Burn Permit – Required to do any burning on the property.
- Tree Permit – Required before removal of any trees on the property.

**Step Five:**

- Utilities Plan Review and Construction Permit – Required for water and wastewater utility work. Site Construction Authorization must be obtained prior to approval.
- The following permits may be required prior to Utilities Construction Permit approval:
  - DEP (Water and/or Wastewater) (Department of Environmental Protection)
  - Right-of-Way Use Permit – Required if doing work in the County Right-of-Way.

**Step Six:**

- Asbestos Removal – Required if asbestos is present in a building being demolished.
- Demolition Permit – Required if an existing building on the property is being demolished.

**Step Seven:**

- Building Permit – Required to build any structure, pool, pool cage, walls, etc. on the property. Site Construction Authorization must be obtained prior to approval.
- The following permits may be required prior to Building Permit approval:
  - GBSL (Gulf Beach Setback Line) – Required if building seaward of the established line.
  - Earthmoving – Required if digging ponds or impacting wetlands, not currently approved by a Site and Development Approval).
  - CCCL (Coastal Construction Control Line) – Required if building seaward of the established line. Will require an FDEP permit and a variance from the Sarasota County Board of County Commissioners.
- Subdivision Platting – Required in order to divide a parcel into smaller parcels and sell to a third party. Site Construction Authorization must be obtained prior to platting.

**Step Eight:**

- Fire Alarm/Sprinkler Suppression System Permit – Required if installing a fire alarm or building sprinkler system.
- Culvert Permit – Required if putting in a driveway, full front or swale.
- WNCA (Major) (Water & Navigation Control Authority) – Required if building a dock.
- MPP (Manatee Protection Plan)