



PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

MOBILE HOME, NEW & REPLACEMENT Application Packet

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

Minimum Plan Requirements – Mobile Home
Building and/or WNCA Work Permit Application
Environmental Services Review for Consistency Supplement
Mobile Home & Park Model RV Plan Review Requirements
Permit Worksheet
Blocking Plan – Single
Blocking Plan - Double
Notice of Commencement

*** If required, the form is also available online under “Documents” at the following link:**
<https://www.scgov.net/government/planning-and-development-services/building>

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 - (941) 861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 - (941)861-3029

MINIMUM PLAN REQUIREMENTS
Mobile Home – New or Replacement

Provided Required

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) sets of specifications or drawings. Plans shall be submitted in accordance with appropriate Plans Checklist as listed below: |
| <input type="checkbox"/> | <input type="checkbox"/> | Mobile Home & Park Model R.V. Plan Review Requirements Checklist (2 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan, with setbacks (1 original and 1 copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Notice of Commencement, recorded by the Clerk of Circuit Court (1 copy) (Due prior to first inspection) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8½ x 11 floor plan and site plan (If on Septic) (1 copy of each) |

PLANNING AND DEVELOPMENT SERVICES

Notice of Impact Fees:

(Applies to all New Residential Development)

The Board of County Commissioners has adopted Ordinances, which require the payment of impact fees, associated with mobility (road), educational, library, park, law enforcement, justice, general government, fire & rescue, and emergency medical services (EMS). The respective rates are based on the consumption of capacity created from new development on County infrastructure systems. The administration of the collected impact fees and the associated rates related to these services are found in the following Ordinances:

- Ordinance No. 2016-045 (Chapter 70, Article I of the County Code) - relating to impact fee administration;
- Ordinance No. 2016-046 (Chapter 70, Article II of the County Code) - relating to library impact fees;
- Ordinance No. 2016-047 (Chapter 70, Article V of the County Code) - relating to park impact fees;
- Ordinance No. 2015-090 (Chapter 70, Article VIII of the County Code) – relating to education system impact fees;
- Ordinance No. 2016-048 (Chapter 70, Article IX of the County Code) - relating to law enforcement impact fees;
- Ordinance No. 2016-049 (Chapter 70, Article X of the County Code) - relating to justice impact fees;
- Ordinance No. 2016-050 (Chapter 70, Article XI of the County Code) - relating to general government impact fees;
- Ordinance No. 2015-051 (Chapter 70, Article XII of the County Code) – relating to mobility fees;
- Ordinance No. 2016-051 (Chapter 110, Article VIII of the County Code) - relating to fire and rescue impact fees; and
- Ordinance No. 2016-052 (Chapter 110, Article XII of the County Code) - relating to emergency medical services impact fees.

The total amount of the impact fees due will be calculated pursuant to applicable formulas set forth in the Ordinances referenced above and shall be paid prior to issuance of the Certificate of Occupancy (C.O.).

The undersigned owner or owner's agent for the Building Permit Application certifies and acknowledges the forgoing notice has been read and received a copy thereof.

Signature of Owner or Agent

Date

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL – (941)861-3029

BUILDING AND/OR WNCA WORK PERMIT APPLICATION

(THIS IS NOT A PERMIT)

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

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 WNCA 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 Transmission Tower application supplement.**

COMPLIANCE: The owner/s 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 the Planning and Development Services Business Center's Director, will render the permit invalid. The owner/s 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 the Planning and Development Services Business Center's 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 180 days from the date of issuance and shall be completed within one year 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 105.3.2, 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. WNCA permit applications may be withdrawn by the WNCA Ordinance Administrator if timely responses to requested additional information are not received, subject to Section 54- 654(5)(b) of the WNCA Ordinance.

REFUNDS: Refunds of fees shall be based on Sarasota County Fee Resolution No. 2017-134, Exhibit A, Section 6.K.



____ North County ____ South County

Application Number _____

WNCA Application# _____

PLANNING AND DEVELOPMENT SERVICES
PERMIT APPLICATION (NEW CONSTRUCTION) OR
WATER NAVIGATION CONTROL AUTHORITY PERMIT

Application must be filled out COMPLETELY and signed by the owner, contractor or its authorized agent BEFORE processing can begin. Minimum two (2) sets of plans, three (3) sets if on well and/or septic [FBC Sixth Edition 2017]

To be completed by applicant - PLEASE PRINT CLEARLY:

Date _____ Estimated Cost \$ _____ Parcel ID _____ - _____ - _____

Project Address: _____
(Street Address) (Apt/Suite/other) (City) (Zip)

Legal Description: Lot _____ Block _____ Subdivision _____

Metes & Bounds Name of Waterway _____ If a WNCA Permit select: General Major Minor

Form section for Contractor License Holder Name, Business Name, Business Address, Phone, Fax, E-Mail. Includes a checkbox for Primary contact.

Form section for Property Owner, Mailing Address, Phone, E-mail. Includes a checkbox for Primary contact.

Form section for Architect/Engineer, Business Address, Phone, Fax, E-Mail. Includes a checkbox for Primary contact.

Form section for Agent/Other Contact, Phone, Fax, E-mail. Includes a checkbox for Primary contact.

Table with 3 columns: Residential/Commercial, Number of Units/Stories, Service Amperage. Includes checkboxes for Water Source, Sewer Source, Type of Gas, Shell Only, Lawn Irrigation.

Detailed Work Description - **If applying for re-roof, Roof Assembly Worksheet must be attached**

Large empty rectangular box for Detailed Work Description.

The Planning and Development Services Department is committed to providing excellent customer service. Please check here if it is ok for someone from the County to follow-up with you regarding your experience and how we can improve our service.

If applying for a COMMERCIAL PERMIT, please complete this section as well:

Current Business Use _____ Proposed business use _____

Environmental Permits and Reviews

Development of property in Sarasota County is subject to reviews for environmental protection as well as for public health, safety and welfare. There are regulations in the Sarasota County Code of Ordinances and Comprehensive Plan that may require an environmental review associated with the building permit, or even a separate environmental permit. Please read the guidance below and be sure to coordinate with Environmental Permitting if any of the noted conditions apply to your property.

Important: No clearing or site preparation should occur BEFORE the appropriate approval is granted.

An environmental review will be required if any of the following physical features are located on your property or if you wish to conduct any of the activities below.

- Shorelines (gulf or bay), creeks, lakes, ditches or canals.
- Dock and shoreline protection structures (e.g. seawall, rock revetment).
- Myakka River.
- Wetlands.
- Preservation / Conservation areas or conservation easement.
- Natural habitat (e.g. scrub, mesic hammock, coastal hammock).
- Protected wildlife species (e.g. bald eagle, Florida Scrub-jay, gopher tortoise).
- Trees, Grand Trees or Canopy roads.
- Cut down trees.
- Dig up the earth, create a pond, or other excavation, or place fill/stockpile on the property.

**To obtain additional Environmental Permitting information, call
(941) 861-5000 and ask for an Environmental Specialist.**

Air & Water Quality

Storage Tanks and Asbestos

To ensure that your permit application is processed quickly, please answer the following questions.

If any of the questions are answered yes, please contact Air & Water Quality through the County Call Center at (941) 861-5000 to obtain additional information pertaining to these activities.

- Does the activity involve Storage Tanks (excluding propane)? Yes No
- Does the activity involve the renovation or demolition of a commercial building? Yes No
- Does the activity involve the renovation or demolition of more than one residential building, or greater than 4 living units within a property? Yes No

State of Florida Permitting

If your project involves altering surface water flow a State of Florida Environmental Resource Permit may be required. For guidance and to determine whether or not you need a permit please visit the Department of Environmental Protection (DEP) website at: <http://www.dep.state.fl.us/water/wetlands/erphelp/index.htm>.

If stormwater will discharge from your construction site the work may require a National Pollutant Discharge Elimination System (NPDES) Generic Permit for Stormwater Discharge from Large and Small Construction Activities (often referred to as the NPDES Construction Generic Permit). For guidance and to determine whether or not you need a permit please visit the DEP website at: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>.

If you will be dewatering, a permit may be required from the State of Florida. Please contact the DEP South District for guidance at (239) 344-5600.



PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

BUILDING AND/OR WNCA WORK PERMIT APPLICATION

Owner/Builder Disclosure Statement (Applies only if owner is acting as the contractor)

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

[] Requested and Attached or [] N/A

Owner/Builder Disclosure Statement is Required pursuant to Section 489.103(7), Florida Statutes

CONTRACTOR/AGENT/OWNER AFFIDAVIT

Application is hereby made to obtain a permit to the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulation construction in this jurisdiction. I further certify that I have entered into a contact with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate and that the work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the correct Florida Building Code, regulations, and ordinances, as well as the payment of all legally constituted fees regarding this development application including but not limited to ALL REVIEW FEES AND PERMIT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc. NOTICE: In addition to the requirements for this permit, there may be additional restrictions to this property that may be found in the public records of the county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulation 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

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.

Under penalty of perjury, I hereby declare that I have completed the foregoing document and all document attached hereto and incorporated herein by reference and that all of the information contained therein is true and correct to the best of my knowledge.

I hereby acknowledge that I have read and understood the above affidavit on the ___ day of ___, 20___.

STATE OF FLORIDA
COUNTY OF _____
(Signature of Owner, contractor or its authorized agent) (Printed Name)

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this ___ day of ___, 20___, by _____,
(name of person making statement)

Personally Known or Produced ID (Type of ID & Number)

Notary Signature: _____ Notary Name Printed: _____

Commission Number _____ (Notary Stamp)

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

Print Clear

REVIEW FOR CONSISTENCY WITH ENVIRONMENTAL PERMITTING REGULATIONS FOR BUILDING PERMIT APPLICATIONS

All proposed horizontal construction plans are reviewed to determine if the proposed plans are consistent with the environmental permitting protection regulations contained within the Sarasota County Codes listed below.

To determine if your proposed project is consistent with environmental permitting protection regulations, please depict the location of all items on the Site Plan Check list that are appropriate for your property on your plans.

Upon reviewing the submitted plans, additional information may be required to make a determination whether the proposed project requires additional permits or approvals from the County.

Site Plan Checklist

Please contact Environmental Permitting staff at 941-861-5000 for more information regarding these requirements prior to submittal.

- Gulf Beach Setback Line/Barrier Island Pass Twenty-Year Hazard Line
- State jurisdictional wetlands (mangrove swamps, freshwater wetlands, etc.)
- Location and elevation of the Mean High Water Line
- Location and elevation of the shoreline top-of-bank
- Shoreline protection structures (bulkheads, seawalls, rock revetments, etc.)
- Other shoreline structures (dock, fishing piers, boat-lifts, davits, etc.)
- Proposed fill material including the limits of the required house pad/slope
- Best management practices (i.e., silt fence, erosion control devices, etc.)
- Any on-site excavation for fill material
- All trees to be protected and removed
- Existing and proposed ponds/lakes/etc.
- Native upland habitats (scrub, pine flatwoods, mesic hammock, coastal hammock, etc.)
- Conservation easements
- Preserve areas
- Mitigation areas
- Myakka River Protection Zone

SARASOTA COUNTY CODES

Coastal Setback Code (Sarasota County Code, Chapter 54, Article XXII). Prohibits construction seaward of the Gulf Beach Setback Line (GBSL) and/or waterward of the Barrier Island Pass Twenty-Year Hazard Line on properties along the Gulf of Mexico. A variance to the Code requires a petition heard by the Board of County Commissioners. Note that the Florida Department of Environmental Protection (FDEP) also regulates construction along the Gulf of Mexico.

Water & Navigation Control Authority - WNCA (Sarasota County Code, Chapter 54, Article XX). Regulates dredge and fill activities and other alterations to all water areas, watercourses, waterways, inlets, bays, bayous, submerged lands, shorelines, wetlands, sovereignty lands and any associated contiguous areas landward to the top of bank in the coastal area of Sarasota County, including but not limited to docks, fishing piers, boat-lifts, rock revetments, bulkheads, and maintenance dredging.

Tree Protection Code (Sarasota County Code, Chapter 54, Article XVIII). Regulates tree protection and tree removal for development and construction activities.

Earthmoving Code (Sarasota County Code, Chapter 54, Article XII). Regulates filling, excavating, burying, hauling and stockpiling, including excavation for ponds and lakes.

Land Development Regulations (Sarasota County Code, Chapter 72). Regulates site and development plans and subdivision plans prior to Building Permit application. Note that many native habitats (upland and wetland) have been required to be preserved and these preserve areas may be located on separate tracts or may be located directly on a residential lot.

Wildlife Protection. The U.S. Fish & Wildlife Service and the Florida Fish & Wildlife Conservation Commission regulate endangered, threatened, and species of special concern. If habitat of a protected species exists in the proposed construction area or protected species have been observed, Resource Protection requires coordination with the appropriate federal or state agency prior to permit issuance.

Myakka River Protection Zone - MRPZ. New standards have been adopted to implement the Myakka River Protection Plan, developed as a protection measure for the Myakka River and its adjacent wetlands. The new standards for protection apply to landowners whose land lies within 220 feet upland from the River Area. The standards address: zoning setbacks, buffers for wetlands and the watercourse, the removal of vegetation, tree protection and earthmoving. The river is a "Wild and Scenic River," as designated by the State of Florida, and as such is maintained as a free-flowing, healthy river that enhances the quality of life not only for the people, plants and animals living along its banks, but for county residents and visitors who enjoy the recreational opportunities the river offers.

**OTHER PERMITS MAY BE REQUIRED FROM THE
FOLLOWING AGENCIES:**

U.S. Army Corps of Engineers
Tampa Regulatory Office
10117 Princess Palm Ave.,
Suite 120
Tampa, FL 33610-8302
Phone 813-840-2908

**Florida Department of
Environmental Protection**
Environmental Resource Program
2295 Victoria Avenue, Suite 364
Fort Myers, FL 33901
Phone 239-344-5600

**Southwest Florida Water
Management District**
Tampa Service Office
7611 US Highway 301
Tampa, FL 33637
Phone 813-985-7481

**Florida Fish and Wildlife
Conservation Commission**
Office of Environmental Services
Colonial Promenade Burnt Store
3941 Tamiami Trail, Suite 3111
Punta Gorda, FL 33950
Phone 941-575-5784

U.S. Fish and Wildlife Service
1339 20th Street
Vero Beach, FL 32960-3559
Phone 727-562-3909

**For more information contact Sarasota County Environmental Protection Division
ENVIRONMENTAL PERMITTING**

at 941-861-5000 or visit the following locations:

North County - 1001 Sarasota Center Blvd., Sarasota, Florida 34240

South County (S. of Blackburn Point Rd.) - 4000 S. Tamiami Trail, Venice, Florida 34285



PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
 4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

MOBILE HOME & PARK MODEL R.V. PLAN REVIEW REQUIREMENTS

REVIEWER _____ DATE ____/____/____ PERMIT # ____-____-____

CONTRACTOR _____ **BLDG ADDR** _____

FEMA or Riverine Flood Zone _____ **Minimum Required Elevation** _____

Special Notice: In Flood Hazard Zones, the floor must be set at or above the Minimum Required Elevation or the chassis of the home must set on minimum 36" high reinforced piers or double stack blocks.

If in Flood Hazard Zones, Check Elevation Method: Floor at or above min. elevation **Y** Min. 36" piers **Y**

UNIT TYPE: (Circle One)

Hook-Up Types: (Quick = R.V. Style Plugs & Hoses, Circle One)

UNIT TYPE:	
<i>M. H.</i>	<i>R. V.</i>

ELECTRIC SERVICE		WATER & SEWER		H.V.A.C.	
<i>HARD WIRE</i>	<i>QUICK</i>	<i>PLUMBED</i>	<i>QUICK</i>	<i>SITE INSTALL</i>	<i>FACTORY</i>

UNIT & ANCHORAGE SPECIFICATIONS: **Date of Manufacture** _____ **Wind Zone** _____

COMPONENT	MANUFACTURER	MODEL or ITEM #	SIZE
Mobile Home or R.V.			X WIDTH LENGTH
Galvanized Ground Anchor			X X SHAFT DIA. LENGTH DISK SIZE
Galvanized Stabilizer Plate			X X WIDTH EDGE DEPTH
Steel Strap			X METAL GAUGE STRAP WIDTH
Swivel Strap Connector			X SIZE GAUGE
Longitudinal Stabilizer			X SIZE GAUGE
Concrete Slab Anchor			X BOLT DIAMETER BOLT LENGTH

ANCHORAGE SPACING:

ANCHORS & STRAPS	FRAME TIES		WALL or OVER TOP		MATING LINE	
Spacing From Ends	MAX	FROM END	MAX	FROM END	MAX	FROM END
Spacing On Center	MAX	ON CENTER	MAX	ON CENTER	MAX	SPACING

FOUNDATION SPECIFICATIONS:

PIER LOCATIONS	SPACING	Maximum HEIGHT	BASE SIZE
At End of Main Frame	MAX FROM END		X
Under Main Frame	MAX ON CENTER		X
Under Mating Line	MAX SPACING		X
Under Shear walls	NUMBER PROVIDED		X
Perimeter Blocking	MAX ON CENTER		X

PLANNING AND DEVELOPMENT SERVICES

DRAWINGS REQUIRED: (Must Be Drawn To Scale, Dimensioned and of Sufficient Quality for Digitizing)

SURVEY, SITE PLAN & ELEVATION CERTIFICATE:

1. Survey, Signed and Sealed by a Florida Registered Land Surveyor. Not Required In Mobile Home or R.V. Parks. (SCO 2003-052)
2. Site Plan showing proposed Units full footprint, including all appurtenant structures, i.e. decks, porches, carports, screen or glass rooms, u-rooms, etc. Also show driveway, walks and equipment slabs. For FEMA flood zones, show proposed finished floor elevation of all living areas, enclosed additions and equipment platforms. (FBC 106.1.1 & SCO2000-053)
3. For homes set in FEMA flood zone areas provide an Elevation Certificate signed and sealed by a Florida Registered Land Surveyor before final inspection. (SCO 2008-084)

SOILS REPORT & ANCHOR TYPES:

1. Provide a *Soil Report based on A.S.T.M. D1586* Signed and Sealed by a Florida Registered Engineer OR provide a *Soil Probe Torque Test Report* attested to before a notary. Soil is to be tested near the front and near the rear of the unit, at the depth of the anchor helical plates. Also, provide *Pocket Penetrometer* soil bearing test. (Florida Administrative Rule 15C-1.0108)
2. Where the soil test report indicates *type 4(a) soil*, minimum *4' long anchors* shall be used. Where the soil test report indicates *Type 4(b) soil*, *5' long anchors* shall be used. Also check manufactures requirements. (FA Rule 15C-1.0108)
3. Where *concrete slab anchors* are used, provide specifications as to PSI, reinforcement, size and thickness of the slab, and diameter, length and description of the anchoring bolt. (FA Rule 15C-1.0108)

FOUNDATION & ANCHORAGE PLAN:

1. New Units shall be set to the manufacturer's specifications and the requirements of Florida Administrative Rule, 15C-1. Used Units shall be set to the minimum prescriptive requirements of Florida Administrative Rule, 15C-1.
2. All anchorage components, bases and piers shall be listed on the front of this form. All components (other than masonry) shall be found on the current approved anchor products listing from the State of Florida, Dept. of Highway Safety & Motor Vehicles, Bureau of Mobile Home & Recreational Vehicle Construction. (FA Rule 15C-1)
3. Show all pier, vertical tie and frame tie locations and spacings. Where more than one type of anchor or pier is used, label where each type is located. (FBC 106.1.1 & FA Rule 15C-1)
4. Show and size all footings and slabs, noting concrete P.S.I., vapor barrier, reinforcement, etc. (FBC 106.1.1)

FLOOR PLAN:

1. Provide a dimensioned floor plan of the Mobile Home or R.V. unit. (FBC106.1.1)
2. Provide dimensioned plans for all appurtenant structures, noting materials and sizes of all structural elements. Include an Aluminum Requirements Form for each attached aluminum carport, screen, glass or u-room, etc. Wood framed attached structures shall be compliant with the Guidelines For Hurricane Resistant Residential Construction or specific engineering. (FBC 106.1.1)

ELEVATIONS & WALL SECTIONS:

1. Show all sides of appurtenant structures. (FBC 106.1.1)
2. Provide detailed cross sections for each type of footing, stemwall, pad and pier. Show reinforcement. (FBC 106.1.1)
3. For appurtenant structures, note floor and wall sheathing, nail sizes and spacings, header and beam sizes, stud and joist sizes and spacings. Also note minimum lumber species and grade, anchor bolts and connections, insulation and interior finishes, roof covering, etc. (FBC 106.1.1)

ELECTRICAL & PLUMBING: (May Be Shown On Floor Plan)

1. For appurtenant structures show all receptacles, GFI's, light fixtures, switches, ceiling fans, smoke detectors, exhaust fans, appliances, etc. Also show any added plumbing fixtures or hook-ups. (FBC 106.1.1)

MISCELLANEOUS DETAILS:

1. Provide complete stair and landing, handrail and guardrail details. Show materials, connections, stair stringer size, tread rise and run, handrail section, handrail and guardrail height, picket spacing, post size and anchorage. Note width of stair and landings at required exits. (FBC-R 311, 312)

ENERGY CODE:

1. For A/C'd additions, attach one copy of the completed energy form to each complete set of plans. (FBC Current Edition, as noted on permit application)

NOTICE OF COMMENCEMENT

Permit Number _____ Tax Folio # _____

The undersigned hereby gives notice that improvement will be made to certain Real Property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. DESCRIPTION OF PROPERTY:

(Legal description of the property and street address, if available).

2. GENERAL DESCRIPTION OF IMPROVEMENT:

This space reserved for recording

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

Name & Address: _____

Interest in Property: _____

Fee Simple Title Holder (if different from owner listed above): _____

4. CONTRACTOR: Name: _____ Phone Number: _____

Contractors Address: _____

5. SURETY (If applicable, a copy of the payment bond is attached): Amount of bond: \$ _____

Name: _____ Phone Number: _____

Address: _____

6. LENDER'S NAME: _____ Phone Number: _____

Lender's address: _____

7. Person's within the State of Florida Designated by Owner upon whom notice or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name: _____ Phone Number: _____

Address: _____

8. In addition, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Phone number of person or entity designated by Owner: _____

9. Expiration of notice commencement (the expiration date will be 1 year from date of recording unless a different date is specified. _____ 20, _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's
Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____, by _____ for

_____. (name of party on behalf of whom instrument was executed)
(type of authority, ...e.g. officer, trustee, attorney in fact)

Personally Known or _____ Produced Identification _____
(type of identification produced)

(Signature of Notary Public – State of Florida)

NOTICE OF COMMENCEMENT

INSTRUCTIONS

- Complete the NOC, sign and have notarized. NOC's are not required from contracts less than \$2,500.00.
- NOCs are required for A/C replacement for contracts \$7,500.00 and over.
- Record original document at the Sarasota County Clerk of Circuit Court office:
 - 2000 Main Street, Sarasota
 - 4000 S. Tamiami Trail, Venice
- Submit a copy of the recorded NOC to Planning and Development Services:
 - Email: building@scgov.net
 - By Fax: 941-861-6471 (Sarasota) or 941-861-3282 (Venice)
 - In Person: 1001 Sarasota Center Blvd, Sarasota or 4000 S. Tamiami Trail, Venice
- Post the sealed original at the Job Site.