



Permitting requirements for the City of Sarasota

When applying for a residential (1 or 2 family residences – not including condominiums) permit with the City you must provide the following:

- ✚ 1 application for permit
- ✚ 3 sets of drawings, specifications, surveys (if required), energy calculations (if required) or site plans.
- ✚ You may be required to provide a pre-pay for new construction or properties in flood zones.

When applying for a Commercial permits: (any commercial building, mixed use building or condominium) with the City you must provide the following:

Renovations or Remodeling:

- ✚ 1 application form
- ✚ 1 minimum requirements checklist for alterations of commercial buildings
- ✚ 4 sets of drawings, specifications, site plans or any other paperwork that would be provided for that specific permit.
- ✚ 4 site plans (if needed for exterior alterations)
- ✚ A pre-pay for all commercial construction.

New commercial construction: **When applying you must be in the office by no later than 3 pm as it may take some time to process.**

- ✚ 5 sets of plans and specifications (civil drawings & architectural drawings, all signed and sealed by the design professional.
- ✚ 1 minimum requirements checklist for new commercial construction.
- ✚ 5 signed and sealed surveys
- ✚ 5 sets of Energy calculations
- ✚ 5 sets of NOA's (Notice of Acceptance for windows and doors.)
- ✚ 6 sets of landscape plans signed and sealed by the design professional to include planting, irrigation, and lighting.
- ✚ 1 specification book if being provided.
- ✚ 2 soil test reports
- ✚ 2 sets of drainage calculations
- ✚ If you are applying for a restaurant permit within the City you will need to provide 2 sets of the kitchen layout plans stamped by the Department of Hotels and Restaurants, a division of the Department of Business and Professional Regulation. If you wish to contact them you can email to www.state.fl.us/dbpr/hr/contacts/contacts.shtml or call (850)487-1395.
- ✚ A separate staging plan permit will be required for all new construction.

All plans must be put into sets when applying to the Building department. You will need to provide a pre-pay to the Building department and an \$800.00 fee to the Engineering Department for their review.

Plans can be no larger than 24" X 36

Please feel free to call us at 941-954-4156 if you have any questions regarding applying for a permit .
All forms you may need are available on this website under the building permits major documents page.