

City of North Port Process for Building a Residential Single-Family Home

Assemble the Permit Package

- The "Single Family Residence Application Package" is available on our [website](#), and at the Building Division. The first page of the packet is a 22 item checklist¹ of the items required to submit for a house permit.
- If the house is going to have a septic system, an **approved** septic permit from the Health Department must be included in the package.
- If the house is going to have City water or sewer, payment verification from the Utilities Department must be included in the package.

Submit the Permit

- The "Single Family Residence Application Package" gets submitted to the Building Division. A Development Tech will go through the packet with the applicant to ensure all of the required paperwork is in the package. A number is assigned to the package, and the house permit is put in a "SUBMITTED" status.

Permit Goes Under Review

- The house package is taken in, and reviewed by the applicable disciplines. (Zoning, Building, Electrical, Mechanical, Public Works, Fire)
- During this time, the applicant can track the status of the reviews online.
- If a revision or additional information is required, the applicable discipline will notify the applicant, and add notes to the permit (which can be viewed online) explaining what additional information is needed.

Permit is Ready for Pickup

- Once the house package has been approved by all disciplines, the applicant will be notified that the permit is ready to be picked up. The status of the permit changes to "READY FOR PICKUP".

¹Submittal Checklist for a New Single Family Residence Permit is attached



Permit is Issued

- The applicant comes in to the Building Division and pays for/picks up the permit. The house permit is now in an "ISSUED" status.



Inspection Process

- The process of building the house begins. An inspection guide² explaining what each inspection entails, and when to call it in, is available on our website, and at the Building Division.



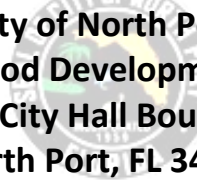
Certificate of Occupancy

- Once all of the inspections on the house permit are passed, the house is ready for a Certificate of Occupancy (CO) to be issued. A CO cannot be issued until all of the inspections on the permit have been completed.
- A check for the impact fees is submitted to the Building Division. A Development Tech processes the check, and then issues a CO.



Move In

- Once a CO has been issued, the new homeowners can move in. The house is not allowed to be occupied unless a CO has been issued.


City of North Port
Neighborhood Development Services
4970 City Hall Boulevard
North Port, FL 34286

Phone (941) 429-7044 Fax (941) 429-7180 Email: bldginfo@cityofnorthport.com Inspections (855) 941-4636

Submittal Checklist for a New Single Family Residence Permit

*****Please Submit in the Following Order*****

Please Submit the following Information and this Checklist with the Application For Construction

1. ___ A Check for **10%** of the Square Footage Under Roof – Must Match Square Footage Printed on Plans
2. ___ Building Permit Application with **accurate** Parcel ID Number, Lot, Block & Addition
3. ___ Sarasota County Property Appraiser’s Parcel Detail Page (**Computer Print Out**)
4. ___ Split/Combine Form (**If Applicable**)
5. ___ Homeowner/Contractor Disclosure Statement **for Owner/Builder Only**
6. ___ Sub-Contractor Confirmation Form (**1 form per Sub-Contractor**)
7. ___ Contractor Affidavit (*for the General Contractor*)
8. ___ Land Clearing Permit Application **W/3 Color Coded** Copies of Site Plans Showing Proposed House, Driveway, Well, Drain Field & **ALL** Trees on the Property with Diameters & **X**’s on Trees Removed.
9. ___ Water Availability Letter From North Port Utilities (**Phone: 941-240-8000**)
10. ___ Utility Payment Verification (**If Applicable**)
11. ___ Approved Septic Permit From Health Dept (**If Applicable**)
12. ___ Notice of Commencement (**Recorded in Sarasota County**) must have legal description
13. ___ Right-of-Way Use Permit w/ Attached Site Plan
14. ___ Best Management Practice Compliance Form **w/3 Copies** of Site Plans Showing Silt Fence & Drainage
15. ___ **3** Copies of Color Coded Landscape Plan
16. ___ Boundary Survey With Raised And Signed Seal
17. ___ **3 ‘2017’** Energy Code Calculation Forms and Manual J Calculation Forms - **must have legal description**
18. ___ **3** Sets of Truss Layouts from Manufacturer, Must be Initialed by Engineer of House
19. ___ **3 ‘2017’** Data Summary Sheets, 1 Original - Signed/Sealed And 2 Copies w/Parcel ID
20. ___ **3** Sets of Plans—Signed and Sealed
21. ___ Design Pressure for soffits shown on plans or if not, show worst case and designate the area on plans, including product approvals or NOA’s
22. ___ Signed copy of “Things you should consider before building a home”

****Impact Fees Must be Paid Prior to the Issuance of a Certificate of Occupancy****

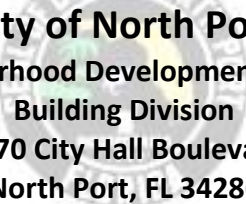
Optional As Needed

___ Natural or Propane Gas Installation ___ Irrigation System Installation ___ Security System Installation

SUBMITTED APPLICATIONS ARE STAMPED IN AND HELD FOR SIX (6) MONTHS.

IF THEY ARE NOT PICKED UP WITHIN SIX (6) MONTHS OF THE STAMPED IN DATE, THE APPLICATION WILL BE CONSIDERED VOID AND THE PAPERWORK DESTROYED!

You Will Pay Any Re-Inspection Fees Just Before Your Certificate of Occupancy (Co) Is Issued. Call for the Amount at the End of Construction, After All Inspections Have Been Approved. At That Time We Also Need the Completed Signed Termite Certificate (Must Be On North Port Form Only) and 1 Copy of the “Subcontractor Verification (prior to CO) Form” Showing Who Performed all of the Work.


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INSPECTIONS GUIDE

This worksheet is meant to be a guide for the inspection process for a typical 1-Story, Single Family Residence on a Monolithic Slab Foundation with Block Walls

- As the contractor of record, you are responsible for the supervision of all subcontractors and adherence to all current codes
- All Approved Permit Documents, Construction Plans, & Engineered Submittals are to be provided for ALL Inspections. They are to be kept dry, legible and stapled together at **all times**. Permit documents shall be posted in an approved location.
- Any deviation from the original plans must be submitted for plan review, stamped & posted on job prior to Inspection. Reverse Plans are not acceptable for Inspections In the field.
- The Sub Contractor Form must be posted for review by Inspectors. Final Sub Contractor Verification Form must be submitted at time of Certificate of Occupancy issuance.
- Trash must be Contained and Silt Fences Maintained at **all times**.
- Inspection Fees for the same inspection: 1st rejection is \$37.50, 2nd \$75.00, 3rd \$150.00, etc. Each inspection type has an inspection number. Inspections may be requested by number.
- The Inspection process follows a specific sequence. **The computer will not permit inspections out of sequence.**
- Inspections with a 999 sequence number can be inspected at any time.

Required Inspections			
Sequence	Code	Inspection Name	Inspection Description
10	905	PW—Soil Erosion Control: When to Schedule Inspection:	Silt screen is installed to meet city code requirements After lot clearing and when all required silt fencing is in place
10	807	Zoning—Arbzonrough: When to Schedule Inspection:	Land clearing inspection to review saved trees & protection of saved trees per the approved tree survey. Property lines & building setbacks are determined As soon as land is cleared & foundation form boards have been placed
10	401	Plumbing—Round/Underground 1 st : When to Schedule Inspection:	Inspection of under slab plumbing, onsite sanitary systems verified All plumbing is installed & under test. Engineer’s stub-out elevation sticker/report is posted with permit documents
10-60	907	PW—Surveyor Line & Grade: When to Schedule Inspection:	Surveyor marks the roadway for placement of culvert pipe Any time after lot clearing but prior to Building—Framing inspection

10-80	202	Electric—T-Pole/Temp Power: When to Schedule Inspection:	Installation of new electrical service & grounding system When the service installation is complete & properly grounded
10-80	402	Plumbing—Water Service: When to Schedule Inspection:	Installation of water service piping to utilities or well system When underground piping is installed & prior to backfill
10-80	425	Plumbing—Septic Hook Up: When to Schedule Inspection:	WHEN SEPTIC TANK IS PRESENT When septic piping is connected to septic tank & prior to backfill
10-80	404	Plumbing—Sewer: When to Schedule Inspection:	WHEN SEWER IS PRESENT When building drain is connected to sewer & under test
10-90	916	Admin—PW As Built Survey: When to Schedule Inspection:	Document needed to check correct lot elevations at PW Final Must be submitted to the Building Division prior to PW Final
10-90	810	Admin—Zng As Built Survey: When to Schedule Inspection:	Document needed to represent the final improvements to the property Must be submitted to the Building Division prior to CO
20	126	Building—Mono Slab: When to Schedule Inspection:	Slab/footing dimensions, reinforcement placed, compaction verified, termite treatment applied, vapor retarder installed Prior to concrete pour, termite verification sticker posted
20	207	Electric—Ufer Connection: When to Schedule Inspection:	Concrete-encased electrode installation/service grounding After the installation of the electrode & prior to concrete pour
30	819	Zoning—Spot survey: When to Schedule Inspection:	Certified survey to verify elevation of dwelling & location on property Survey to be submitted to the Building Division prior to going vertical
40	103	Building—Tie Beam or Wall Slab: When to Schedule Inspection:	CMU & reinforcement installed, precast & formed beams in place Prior to concrete, post engineer's truss letter with permit documents
50	122	Building— Roof Sheathing: When to Schedule Inspection:	Roof sheathing is nailed off Before Dry-In inspection
60	128	Building—Dry-In: When to Schedule Inspection:	Underlayment is installed, bucks installed at all openings After the dry-in is complete & prior to loading the roof or installing windows/doors
60	201	Electric—Rough: When to Schedule Inspection:	Electrical wiring & equipment installations, including low-voltage After Dry-In, prior to Framing

60	403	Plumbing—Tub Set/2 nd Rough: When to Schedule Inspection:	Installation of shower pans, tubs, DVM piping and water lines After Dry-In, prior to Framing
60	301	HVAC—Rough: When to Schedule Inspection:	HVAC duct work, exhaust duct work, required venting After Dry-In, prior to Framing
60	906	PW—ROW Mid Point: When to Schedule Inspection:	Inspection for erosion control & maintaining positive drainage Prior to Framing
60	602	Gas—Rough (When Present): When to Schedule Inspection:	Installation of gas piping system After Dry-In, prior to Framing
70	104	Building—Framing: When to Schedule Inspection:	Truss engineering, tie-down, fenestration, roof covering Prior to Insulation, all windows & doors installed, soffit channel/blocking started, roof covering complete
70	818	Zoning—Arbor Mid-Point Insp: When to Schedule Inspection:	Protected tree & erosion control inspection After Dry-In, prior to Insulation
70	903	PW—Surveyor—Invert Final: When to Schedule Inspection:	Surveyor approval of correct culvert pipe placement Prior to Culvert in Progress inspection
70-80	177	Building—Soffit Insp: When to Schedule Inspection:	Product approvals checked, design pressure required. 10ft of each corner left open for inspector access After Framing, before finals
80	106	Building—Insulation: When to Schedule Inspection:	Energy calculations checked, insulation, dams & vents verified After Framing, prior to Drywall
80	909	PW—Culvert In-Progress: When to Schedule Inspection:	Culvert pipe installed per approved plans & checking erosion control After Invert Final and prior to PW Final Inspection
90	299	Electric—Final: When to Schedule Inspection:	Electrical devices, lighting & equipment hot check When all work is complete & systems fully operational
90	399	HVAC—Final: When to Schedule Inspection:	HVAC appliances, devices & systems When all work is complete & systems fully operational
90	699	Gas—Final (When Present): When to Schedule Inspection:	Gas piping, valves & appliances installed When all work is complete & systems fully operational
90	499	Plumbing—Final: When to Schedule Inspection:	Plumbing fixtures, finished floors, finished bathrooms When all work is complete & systems fully operational
90	808	Zoning—Arbozonfinal: When to Schedule Inspection:	Zoning ordinance & landscape plan check When all landscaping & tree planting in complete
100	902	PW—Final: When to Schedule Inspection:	All city code drainage and restoration requirements have been met With Building Final and prior to issuance of a Certificate of Occupancy
100	199	Building—Final: When to Schedule Inspection:	Final inspections of building components & systems When all work is complete & dwelling is move-in ready
999	497	Admin—Health Dept Approval: When to Schedule Inspection:	Health Dept emails the Building Division N/A (You may call the Health Dept to check on the status, 941-861-3310)

999	198	Admin—Termite Verification: When to Schedule Inspection:	City of North Port Termite Verification form Fax/email/drop off the City of North Port Termite Verification form
999	163	Admin—Subcontractors Form: When to Schedule Inspection:	Sub form turned in at the end of construction Fax/email/drop off the City of North Port Sub-Contractor Verification “Due Prior to CO” form
1000	175	Admin CO Final:	Certificate of Occupancy Issued/Permit Closed

To obtain an inspection or to find the result of an inspection, please use the Click2Gov program. You may also call in an inspection with our Interactive Voice Response (IVR) system.

Click2Gov: **<https://htec2g.cityofnorthport.com/Click2GovBP/>**

IVR: **855-941-4636**