

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

Phone (941)429-7044 Email: [bldginfo@northportfl.gov](mailto:bldginfo@northportfl.gov) Inspections (855)941-4636

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**SUBMITTAL CHECKLIST FOR A (BUILD OUT) COMMERCIAL PERMIT**

Project Name \_\_\_\_\_

Owner \_\_\_\_\_ Contractor & License # \_\_\_\_\_

Job Address \_\_\_\_\_ Parcel ID \_\_\_\_\_

Application Type \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

**Administrative Requirements (941) 429-7014**

- \_\_\_\_\_ Permit Submittal fee (must be a check) – 10% of the square footage under roof (must match sq ft printed on plans)
- \_\_\_\_\_ Building permit application
- \_\_\_\_\_ Signed Sub-Contractor Form
- \_\_\_\_\_ Notice of Commencement (may be waived until permit issued) (must have PID or Legal Description on NOC)
- \_\_\_\_\_ Signed copy of the Certificate of Occupancy/Temporary Certificate of Occupancy Procedure

**Planning and Zoning Requirements (941) 429-7156**

- \_\_\_\_\_ 3 Site plans showing location of unit(s)
- \_\_\_\_\_ Parking plan showing the number of parking spaces, including handicapped spaces

**Sarasota County Health Department Requirements (941) 861-3310**

- \_\_\_\_\_ 1 copy of Health Dept. permit or DBPR approval letter for restaurants with 10 seats or more (food service only)

**Utility Requirements (941) 240-8000 / (941) 240-8005**

- \_\_\_\_\_ Water and sewer availability letter from North Port Utilities

**Building Division Requirements (941) 429-7259**

- \_\_\_\_\_ 4 sets of sealed construction plans (1 office, 1 fire, 2 field) (maximum size 30 X 42)
- \_\_\_\_\_ Provide information on plans for Means of Egress, Emergency Lighting, Life Safety, Seating Plan (if applicable)
- \_\_\_\_\_ 1 set of as-built shell drawings showing mechanical, electrical and plumbing (must show current conditions)
- \_\_\_\_\_ 3 copies of the current Commercial Energy Code Calculations (must have PID or Legal Description on Calcs.)

**Fire Requirements (941) 240-8180**

- \_\_\_\_\_ Cover/Title Sheet shall provide a Fire Code Information/Block (footprint) as outlined by FFPC, 8<sup>th</sup> Edition (NFPA 1:1.14)
- \_\_\_\_\_ Cover/Title Sheet shall provide a complete and accurate narrative of the project as outlined by FFPC, 8<sup>th</sup> Edition (NFPA 1:1.14.5)

*All Forms must have PID or Legal Description*

**\*\*\*All Fire Inspections are set up by the Fire Marshal, (941) 240-8180\*\*\*  
Fire Alarms & Sprinklers require a separate permit**

**IMPACT FEES are due when the TCO, CC or PCO are issued. IMPACT FEES are based on intended use of TENANT/BUILD OUT UNIT. This may be different from the use identified when the Shell Permit was issued or when the Shell received its Certificate of Completion. IMPACT FEES may increase again when TENANT applies for their Change of Occupancy, if not consistent with the TENANT/BUILD OUT permit.**