

**CITY OF PALMETTO  
BUILDING DIVISION – PUBLIC WORKS DEPARTMENT**

**REQUIRED DOCUMENTATION FOR OBTAINING A BUILDING PERMIT**

**New Residential Construction**

The following items are required for submission of a residential application:

- ✓ Building Permit Application
- ✓ License Contractor (must register with City of Palmetto)
- ✓ Subcontractor Forms
- ✓ Residential Checklist
- ✓ Water/Sewer Impact Fees Form (**must be paid in full prior to issuance**)
- ✓ Education Impact Fees Form (**must be paid in full prior to C.O.**)
- ✓ Fire Department Impact Fees Receipt (**must be paid in full prior to issuance**)
- ✓ 3 sets of signed and sealed plans
- ✓ Recorded Notice of Commencement\* (**signed by owner**)
- ✓ Legal Survey of Property (**must be submitted prior to C.O. issuance**)
- ✓ Final Elevation Certificate (**must be submitted prior to C.O. issuance**)
- ✓ General Impact fees
- ✓ Pre-Construction Requirement must be sign before issuance of a permit.
- ✓ Energy Forms
- ✓ **\*\*\*\*\*ALL PLANS MUST BE ADDRESSED\*\*\*\*\***

**Roof**

The followings items are required for submission of a roofing application:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ The pitch of the roof must be noted in the job description
- ✓ Copy of material specifications or copy of contract (**Product Approval**)
- ✓ If being pulled by homeowner, a Disclosure Statement but be signed and notarized\*\*
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

**Mechanical Change Out**

The following items are required for submission for a mechanical change out:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ Owner Disclosure Statement needs to be sign **If Homeowner doing Job.**
- ✓ Recorded Notice of Commencement\* (If over \$7,500) and must be **signed by owner**
- ✓ **Need to Notify if new Duct Work being done.**

**Driveway**

The following items are required for submission for a driveway:

- ✓ Building Permit Application
- ✓ License Contractor (must register with City of Palmetto if not)
- ✓ 2 copies legal survey of property with drawing showing where proposed driveway will be placed
- ✓ If being pulled by owner, a Disclosure Statement must be signed and notarized\*\*
- ✓ Driveway Packet
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

**PLEASE REMEMBER THIS IS A BASIC LIST OF REQUIREMENTS. OTHER INFORMATION MAY BE REQUESTED IF NEEDED FOR PLANS REVIEW.**

## Fence

The following items are required for submission for a fence:

- ✓ Building Permit Application
- ✓ License Contractor (must be register with City of Palmetto) before permit is issue.
- ✓ 2 copies of legal survey of property, highlighting where the proposed fence will be placed
- ✓ Fence Specification form and information
- ✓ Affidavit for Fencing of Easement must be signed and notarized
- ✓ If being pulled by owner, a Disclosure Statement must be signed and notarized
- ✓ A meter location must be done by utilities department prior to issuance
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

## Pool

The following items are required for submission for a pool:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ 2 copies of legal survey of property, showing where pool will be placed
- ✓ Pool Packet
- ✓ Enclosure to code or Audible alarm?
- ✓ Electrical Sub Form
- ✓ If being pulled by owner, a Disclosure Statement must be signed and notarized\*\*
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

## Dock

The following items are required for submission for a dock:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ 2 copies of legal survey of property showing where the proposed dock will be placed
- ✓ Dept. of Environmental Protection & Army Corps of Engineers Approval
- ✓ Park Approval (if in a Mobile Home Park)
- ✓ If being pulled by owner, a Disclosure Statement must be signed and notarized\*\*
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

## Commercial Buildings

The following items are required for submission for a commercial building:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ 3 copies of Legal Survey of Property
- ✓ Subcontractor Forms
- ✓ Water/Sewer Impact Fees Form (**must be paid prior to issuance**)
- ✓ Fire Department Impact Fees Receipt (**must be paid in full prior to issuance**)
- ✓ 3 sets of signed and sealed plans
- ✓ General Impact Fees (Planning & Zoning Department)
- ✓ Energy Forms
- ✓ Pre-Construction Requirements must be sign
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**
- ✓ \*\*\*\*\* **ALL PLANS MUST BE ADDRESSED**\*\*\*\*\*

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### **Demo Commercial or Residential Buildings**

The following items are required for demolitions:

- ✓ Demolition Permit Application
- ✓ License Contractor (must be register with City of Palmetto)
- ✓ Water & Sewer Impact Fee CREDIT Form must be completed by Contractor, IF Applicable, and Provide to the Building Department.
- ✓ All required utilities must have been contacted by contractor **prior** to issuance of a Demo Permit, and the Building Department notified IF applicable: Gas, Cable & Telephone Company.
- ✓ Approval from FPL must be faxed to Building Dept. stating demolition approval
- ✓ Fire Department must be notified of intent of demolition
- ✓ **Separate permit** must be obtained by a license plumber to cap off water/sewer lines and all required inspections prior to issuance of demolition permit.
- ✓ **Sewer Line is to be capped off above the ground (min. 1 Foot Max. 3 Feet) within 2 Feet of Property Line or City Tap or with PRIOR Building Department Approval.**
- ✓ **Water Service will need to be cut within 1 Foot of the Meter on the house side of the Meter.**

### **Shed**

The following items are required for shed placement:

- ✓ Building Permit Application
- ✓ License Contractor
- ✓ 2 copies of the legal survey of the property showing where the proposed shed is to be placed
- ✓ 2 copies of engineered drawings of the shed (this information is commonly available through the supplier)
- ✓ If being pulled by owner, a Disclosure Statement must be signed and notarized\*\*
- ✓ Recorded Notice of Commencement\* (If over \$2,500) and must be **signed by owner**

**If you have a project you are considering but are unsure whether it needs to be permitted or what forms are required, please contact the Building Division of the Public Works Department at (941) 721-2166. We will be glad to assist you.**

**\*\*Notarizing can be done at the Building Department when presented with proper ID**

**\* The Notice of Commencement must be recorded at the Manatee County Courthouse. The address for the courthouse is:**

**1115 Manatee Avenue West, Bradenton  
Courthouse Hours of Operation  
Monday - Friday 8:30 A.M. - 5:00 P.M.  
Phone#: (941) 749-1800 Fax#: (941) 741-4082**

**Fees - Recording, indexing, filing any instrument, including notice to property appraiser, are always the responsibility of the applicant when applicable:**

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