

TRI-PAR ESTATES PARK AND RECREATION DISTRICT

APPLICATION FOR BUILDING PERMIT

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Tri-Par Address \_\_\_\_\_ Lot # \_\_\_\_\_

Phone (where you can be reached easiest) \_\_\_\_\_

Other Address (if applicable) \_\_\_\_\_

\*\*\*\*\*

Contractor's Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Type of Work To Be Completed \_\_\_\_\_

Attached copy of plans and/or site sketch for project Yes \_\_\_\_\_ No \_\_\_\_\_

Permit required from Sarasota County Yes \_\_\_\_\_ No \_\_\_\_\_

CONTRACTOR MUST BE A LICENSED FLORIDA CONTRACTOR

Applicant's Signature \_\_\_\_\_

Please return this application with a lot plan for review by the Building Permits Trustee, Tri-Par Estates. After review and approval, a permit will be issued from Tri-Par.

**Please Note:** It will be the homeowner's responsibility to secure permits (if needed) from Sarasota County.

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Inspected and Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*NOTICE\*\*\*\*\*

**\*\*\*\*\* NOTICE \*\*\*\*\***

**OWNER/CONTRACTOR:**

1. RESEARCH DEED FOR RESTRICTIONS AND CONSULT WITH TRI- PAR ESTATES PARK & RECREATION DISTRICT PRIOR TO SARASOTA COUNTY PERMITTING DEPARTMENT.
2. ALL MOBILE REPLACEMENTS, PERMANENT OR TEMPORARY, WILL REQUIRE A SURVEY SIGNED, SEALED AND PREPARED BY A FLORIDA REGISTERED LAND SURVEYOR.
3. SITE PLAN: LOCATE ALL LOT CORNER PINS, PROPOSED NEW STRUCTURES INCLUDING A 20' CARPORT. ALL TRI- PAR SETBACKS INCLUDED (FRONT, SIDE, BACK PLUS UTILITY EASEMENTS) AS PER TRI- PAR ESTATES PARK & RECREATION DISTRICT DEED RESTRICTIONS HANDBOOK.
4. A PERMIT WILL BE POSTED AT JOB SITE AND BECOME PART OF THE INSPECTION REQUIREMENTS OF TRI- PAR ESTATES PARK & RECREATION DISTRICT.
5. FAILURE OF COMPLIANCE WILL RESULT IN LEGAL ACTIONS.

EFFECTIVE DATE: JANUARY 1, 2004



## OVERVIEW

This guide has been created to help customers understand when a building permit is required and what factors to take into consideration before proceeding with work.

Permits are required for the construction, alteration, addition or change in occupancy of any building or structure or for work that involves any electrical, gas, mechanical or plumbing system. An application must be made to the Building Official and a permit must be issued before any work may commence.

Permit Center staff are available to assist with questions and processing in person, online or by phone Monday through Friday from 7:30 a.m. to 4 p.m. (closed at 3:30 p.m. on Thursdays).

## BUILDING PERMIT REQUIRED

### BUILDING AND/OR STRUCTURES

Any construction, alteration, addition or change in the occupancy of a structure

- Construction, alteration or replacement of any exterior walls
- Replacement or repair of structural components (e.g., beams, joists, trusses, roof sheathing)
- Alteration or replacement of interior load bearing or non-load bearing walls
- Construction of a raised deck on residential property and all decks on commercial property
- Enclosure of existing carports, porches or screen rooms
- Replacement of soffits and/or exterior wall coverings (25 percent or more of existing soffits)
- Repair or replacement of any stairs or guardrails (including stairlifts)
- Replacement of windows, doors, garage doors, skylights or alterations to exterior wall openings
- Installation or repair of docks, boat lifts, seawalls or bulkheads
- Removal or replacement of drywall (three (3) sheets or more)
- Motorized or electric-powered gates

#### Any work pertaining to

- Repairs due to fire
- Hurricane shutters
- Mobile/manufactured home installation or accessory site-built structures
- Masonry and engineered Styrofoam components
- Stucco over wood framing
- Tiki huts
- Storage or utility sheds\*

\*Exception: plastic or rubber storage containers less than 7-feet tall and less than 65-square feet (will need to meet any applicable setback requirements).

### ELECTRICAL, GAS, MECHANICAL AND/OR PLUMBING SYSTEMS

Alteration, addition or removal of electrical, air conditioning or plumbing systems

## NO BUILDING PERMIT REQUIRED

- Floor or wall tile
- Rugs or carpeting
- Wired or wireless residential home alarms
- Interior and exterior wall painting
- Wallpaper or wall coverings
- Replacing kitchen cabinets (same layout and no changes to electrical, plumbing or mechanical systems)
- Repair of small, incidental roof leaks (one (1) square and \$500 or less)
- Any work pertaining to non-residential farm buildings on working farms (Building Official and Zoning Administrator approval needed based on criteria)
- Chain link, wood or vinyl fences when standards are met (e.g., height, placement, finished side facing neighbor/right-of-way)
- Repair of existing fascia or soffits for all single-family homes and duplexes (*residential only*) (less than 25 percent)
- Placement of decks or patios directly on grade, without footings (any material) (*permit required for commercial or multi-family*)
- Plastic or rubber storage containers less than 7-feet tall and less than 65-square feet that meet any applicable setback requirements (*residential only*)
- Traditional Chickee Huts constructed by members of the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida (no plumbing or electric allowed)



### ABOVE ARE EXAMPLES OF WHEN A BUILDING PERMIT IS NOT REQUIRED.

- Some of these work items require a licensed contractor.
- When a building or structure is in a flood zone or the work item below is part of a larger project scope, then a building permit is required.

## RESOURCES

For questions or concerns about the application process, contact Sarasota County Permit Center staff or visit us online for more information.



Call 941-861-5000  
or email [building@scgov.net](mailto:building@scgov.net)

For questions or concerns about building without a permit, contact Sarasota County Building Licensing and Enforcement staff or visit us online for more information.



Call 941-861-5000  
or email [ULA@scgov.net](mailto:ULA@scgov.net)



## 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

Date: October 31, 2022  
Effective Date: October 31, 2022  
To: Valued Customers  
From: Steve Bell, CBO, Building Official

### **IMPORTANT NOTICE** **Bulletin # 2022-0002**

#### **Subject: Mobile and Manufactured Homes Guidance for Customers**

The following is a summary of requirements from Sarasota County, the State of Florida, and the federal government (FEMA and HUD) for mobile/manufactured homes and is not intended to be an all-inclusive document of all statutes and regulations.

- All work on a mobile/manufactured home, regardless of whether a permit is required, must be performed by a Florida licensed contractor or the home's owner under the owner/contractor exemption.
- Mobile home setups and tie-down can only be performed by a Florida licensed mobile/manufactured home installer. Owners are prohibited by state statute from performing this work.
- Sarasota County requires a building permit for the following:
  - Set-up or tie-down of all new or used mobile/manufactured homes
  - All site-built Additions (including stairs, ramps, etc.)
  - Alterations to site-built additions
  - Storage sheds (attached and detached) and/or any site-built improvements
  - Carports or Garages
  - Roof-overs
  - A/C installations or changeouts
  - Electrical wiring replacements
- For work on the mobile/manufactured home itself (as it came out of the factory) the following requirements apply:
  - Sarasota County does not require a permit for FLHMVS Level 1 repairs performed individually (see following page for examples); however, if multiple Level 1 repairs are performed at the same time then a mobile home alteration permit is required.
  - Sarasota County does require a permit application for work on a mobile/manufactured home that meets the FLHMVS Level 2 or Level 3 guidelines (see following page for examples).
  - Plans are required to be submitted.
  - If in a Flood Zone (based on the effective FEMA maps in force as of date of permit application), either an elevation certificate or Substantial Damage (50% Rule) paperwork will be required and a Flood review will be performed.
- Elevating a mobile/manufactured home requires a mobile/manufactured home replacement permit. Reminder that setups and tie-down can only be performed by a Florida licensed mobile/manufactured home installer. Owners are prohibited by state statute from performing this work.