

SARASOTA COUNTY GOVERNMENT

*Development Services Business Center*

**MEMORANDUM**

TO: All Licensed Contractors

FROM: Jerry Sparks, AIA, CBO  
General Manager/Building Official  
Permitting and Inspection Services

SUBJECT: **Building Permit Application Submittal Requirements**

DATE: November 1, 2001

On December 1, 2001, Sarasota County Permitting and Inspection Services will begin requiring the attached *Permit Application Affidavit 2001* to be notarized and submitted by the permit applicant when applying for a building permit. This affidavit will serve as a checklist for the permit applicant when submitting for a building permit to ensure that our minimum criteria and documents for plan review have been met. If during plan review it is determined that the required information has not been submitted in accordance with the notarized affidavit, then the permit application will be invalidated and a new *Application for a Building Permit* with a new nonrefundable plan review fee will be required. The building code in effect on the date of the permit application will govern the project in accordance with Section 104.1.5 of the 2001 Florida Building Code.

On the effective date of the 2001 Florida Building Code, which currently is scheduled for January 1, 2002, Sarasota County Permitting and Inspection Services will begin requiring the attached *Permit Application Affidavit 2002* to be notarized and submitted by the permit applicant when applying for a building permit. This affidavit establishes the minimum criteria and documents that must be submitted for commercial plan review and residential (one and two family) plan review in accordance with Section 104.3.1 of the 2001 Florida Building Code. The notarized affidavit will ensure that applications are complete and meet these minimum submittal requirements for plan review.

Enclosed are copies of these affidavits. Please submit *Permit Application Affidavit 2001* beginning December 1, 2001 and *Permit Application Affidavit 2002* on the effective date of the 2001 Florida Building Code to insure that our minimum submittal requirements for plan review have been met.

