



## RESIDENTIAL HOMEOWNER REMODEL CHECKLIST

### *For Single Family or Duplex Homes*

#### City of Sarasota Building Division

#### ***Homeowners pulling their own permits***

##### **Bathroom Remodels:**

A permit application form filled out, signed and notarized by the owner of the property. *(The City provides a Notary service for a \$2.00 fee)*

2 copies of the floor plans of the entire structure to include the existing electrical layout. Please include any new electrical outlets that are being added. (If adding a new fixture, i.e.: bath, sink, tub you may be required to upgrade the water meter.) If adding new walls, a framing detail will be required.

2 copies of the written scope of work being performed.

##### **Kitchen Remodels:**

A permit application form filled out, signed and notarized by the owner of the property. *(The City provides a Notary service for a \$2.00 fee).*

2 copies of the floor plans of the entire structure to include the existing electrical layout. Please include any new electrical outlets that are being added. (If adding a new fixture, i.e.: sink, bar sink, dishwasher, you may be required to upgrade the water meter.) If adding new walls, a framing detail will be required.

2 sets of the written scope of work being performed.

##### **Interior Renovation Remodels:**

A permit application form filled out, signed and notarized by the owner of the property. *(The City provides a Notary service for a \$2.00 fee).*

2 copies of the floor plans of the entire structure to include the existing electrical layout. Please include any new electrical outlets being added. (If adding a new fixture you may be required to upgrade the water meter.) If adding new walls, a framing detail will be required.

2 copies of the written scope of work being performed.

##### **Exterior Window and Door Replacements:**

1 permit application form filled out, signed and notarized by the owner of the property. *(The City provides a Notary service for a \$2.00 fee)*

2 copies of the NOA'S (**Notice of Acceptance**) and *Installation instructions* on the doors or windows being replaced.)

2 copies of the site plan of the property indicating which doors or windows will be replaced.