



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 \$4.00 fee)*

Provide 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.

Provide 2 copies of the written scope of work being performed.

(If the layout of the existing property is not going to change, just show the existing interior layout of the property and the written scope of the 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 \$4.00 fee).*

Provide 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.

Provide 2 sets of the written scope of work being performed.

(If the layout of the existing property is not going to change, just show the existing interior layout of the property and the written scope of the 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 \$4.00 fee).*

Provide 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.

Provide 2 copies of the written scope of work being performed.

(If the layout of the existing property is not going to change, just show the existing interior layout of the property and the written scope of the work being performed.)

Exterior Window, Garage Door 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 \$4.00 fee)*

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

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