

Guidelines for Obtaining Commercial Building Permits

8:00 a.m. through 4:00 p.m.

Permitting Information

Our goal is to make your experience with the permitting process as simple as possible. However, we are governed by Federal, State, and County regulation to protect the health, safety and welfare of the general public.

Commercial construction permits, as a general rule, require the following information:

- 1) A permit application, available on the second floor of the Manatee County Government Administrative Complex, located at 1112 Manatee Avenue West, Bradenton Fl.
*Online at www.mymanatee.org
Click on Building, Permitting & Inspections
Click on Forms – to see a listing of forms used in the permitting process.*
- 2) The property tax identification number and legal description is required for proof of ownership. This can be found on the property tax bill or receipt. If the property is a recent purchase or transaction, within the past three (3) months, a recorded Warranty Deed will be required.
- 3) \$30.00 or 25% of the permit fee, whichever is greater, is due at the time of application; the balance is due when the permit is issued.
- 4) Impact fees are assessed on all new construction, additions and some renovations. For more information regarding impact fees, please call (941) 749-3070.
- 5) A driveway (access & drainage) permit is required on all permits for new buildings.

Plan Review Information

- 6) Four (4) complete sets of plans that shall include design professional's name, address, phone number and license #. All four (4) sets of plans shall be signed, sealed and dated by the design professional. Plans shall show among other things, flood zone, drainage plan, front, rear and side elevations, foundation and floor plans, wall sections, truss plan and life safety plan. Provide plumbing, mechanical and electrical drawings, when required. See Commercial Checklist for guide to complete set of drawings. (www.mymanatee.org).
- 7) A detailed survey signed and sealed by a Registered Land Surveyor.
- 8) A geotechnical report of site conditions and foundation recommendations. (new buildings and additions)
- 9) One (1) set of Approved Final Site Plan along with the Final Site Plan's letter of Stipulation. (this must be provided before the permit can be issued). Need to provide copy for review.
- 10) Three (3) signed and sealed Energy Code Forms. V.2.5
- 11) Three (3) Commercial Building Code Analysis signed and sealed by an Architect or Engineer. May be placed on drawings cover sheet. (www.mymanatee.org)
- 12) Necessary F.E.M.A. documentation, when applicable.
- 13) NOA's from approved facility.
- 14) Signed Steel Certification Letter

105.3.3

An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification, repair or addition unless the permit either includes on its face or there is attached to the permit the following statement: "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies."

Manatee County does not enforce covenants or deed restrictions.

For more information about possible restrictions in your particular development, you should contact your developer, homeowners' associations or the Manatee County Clerk of Circuit Court, Recording Section.

Frequently called Phone Numbers

Permitting / Plans Review.....	749-3047	Property Appraiser.....	748-8208
Licensing.....	749-3047	Health Department.....	748-0747
Inspection Scheduling.....	749-3047	Utilities (Water Dept).....	792-8811
Inspectors Office.....	749-3047	Driveway (ACDR).....	708-7400
Planning / Zoning.....	749-3070	Clerk of Circuit Court.....	749-1800