





PERMIT AND INSPECTION SUMMARY

Governing Agencies

BUILDING DEPARTMENT:

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COUNTY PERMIT & INSPECTION LIST

Building Permit- Sarasota County is AHJ for The Mall at University Town Center

1. Application and Drawing Submittal Process can be accessed at building@scgov.net
 - a. Website Access to access apply for permits:
 - i. Must be Licensed Contractors OR
 - (1) All general and subcontractors must **obtain operating license** with the county for licensing in order to do business in the county. Instructions are on website for registering existing contractor licenses (State license, Reciprocity from another jurisdiction) or apply for a NEW contractor license (State or Local License).
 - ii. Authorized Agents (arch/eng/proj mgr): submit a notarized form, can use the online system to apply for building permits.

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Permit times may change depending upon construction volume in the local area.
Verify, and ensure that you submit for permit early to avoid delays.

NOTE - Concurrent Review: The County does not need landlord approval in order to review tenant plans.

Fire Safety Permit

1. Application and Drawing Review Process: The Fire Safety Permit consists of fire alarm and fire suppression review. The Fire Safety review is part of the standard Building Permit submittal (one submittal for Bldg. Permit and Fire review happens automatically).
 - a. Tenants typically provide a basic submittal with their Building Permit and their Fire Suppression/Fire Alarm subs submit shop drawings at a later date.

Restaurants / Food Court Tenant

1. The Department of Business and Professional Regulation (DBPR) is the agency charged with licensing food use and consumer service businesses.
2. There are two (2) DBPR agencies that have varying authority over food use and consumer services businesses (1) Division of Hotels and Restaurants (DHR) and (2) Florida Department of Agriculture and Consumer Services (FDACS).
 - a. Application and Drawing Submittal Process (DBPR) - **all** plan reviews are done through the Tallahassee office at www.myfloridalicense.com.
 - b. Review Time-frame: By statute they must complete the review in 30 days. We will notify tenants that it may take up to 2 months for the DBPR to complete the review.

Liquor License

Restaurants will require liquor licensing from the State (DBPR) and review from the County for zoning and utilities. An application must be obtained from state, approved by county and then forwarded to state for final processing.

Notice of Commencement (NOC)

All tenants will be required to provide an NOC for each build out prior to the first inspection. This information is available on the county clerk website and tied to the permit application number.

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Building/Trade Inspections

Next day building inspections are available, midnight cut-off. Schedule by calling **941-861-6441**.

Fire Inspections

The Inspection Hotline is: **941-861-2290** (no email, website scheduling).

Certificate of Completion (CC) and Business Certificate of Occupancy (BCO):

1. CC: Upon completion of all building and fire inspections tenant will receive a Certificate of Completion (CC).
 - a. The building department authorizes tenants to stock after fire marshal approval.
2. BCO: Required to Open!! Tenant must apply for a BCO and receive health building and zoning review approval. The process may take 30 days and can't be completed concurrently with the certificate of completion.