



THE **M A L L** AT  
UNIVERSITY TOWN CENTER

### **Permit Information**

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. It is the tenant responsibility to contact the county directly to confirm most current process & requirements.

The Mall at University Town Center is located in Sarasota County. Sarasota County has a unique and, often times, challenging Building Plan Review process. Current Building Plan review times for tenant layouts are **approximately 12 weeks**. Permit times may change depending upon construction volume in the local area.

### **County Contacts-**

Steve Bell, Building Official                      Phone: (941) 861-6615  
Email: sbell@scgov.net

Fire Safety / Fire Plans Examiner              Phone: (941) 861-2290

Anita Black, Fire Marshall                      Phone (941)650-2185  
Email: ablack@scgov.net

Building Division-  
Permitting & Building                      Phone (941) 861-6678 or (941) 861-3029  
Email: [building@scgov.net](mailto:building@scgov.net)

### **Permit Process –**

It is the tenant responsibility to contact the county directly to confirm most current process & requirements.

Permit Information is available via this link: [Building | Sarasota County, FL \(scgov.net\)](http://Building | Sarasota County, FL (scgov.net))

Permit Applications can be submitted on-line but must meet one (1) of the following criteria:

Must be Licensed Contractors. All general and subcontractors must **obtain operating license** with the county 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).

### **OR**

Authorized Agents (arch/eng/proj mgr). A notarized form will need to be submitted and can use the online system to apply for building permits.



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**Review Timeframes:**

The county review time for plans varies and ensure that you submit for permit early to avoid delays.

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

**Fire Safety Permit:**

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).

Tenants typically provide a basic submittal with their Building Permit and their Fire Suppression/Fire Alarm subs submit shop drawings at a later date.

**Restaurant /Food Court:**

The Department of Business and Professional Regulation (DBPR) is the agency charged with licensing food use and consumer service businesses.

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).

**Application and Drawing Submittal Process** (DBPR) - **all** plan reviews are done through the Tallahassee office at [www.myfloridalicense.com](http://www.myfloridalicense.com).

**Review Time-frame:** By statute they must complete the review in 30 days but please note 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.

### **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 Occupancy (CO), Business Use Permit and Sign Permit:**

Upon completion of building and fire inspections the fire marshal will authorize the tenant to stock shelves. Once stocking is completed the tenant is to submit for Business Use Permit.

Business Use Permit. This is **Required to Open**. Tenant must complete a separate application and submit with required fee. This is a license that allows a business occupying the building or tenant space to open and conduct business. The fire marshal will inspect the space and will grant the Certificate of Occupancy.

Certificate of Occupancy- Upon completion of all building and fire inspections the tenant can open for business.

Sign permit- **Required** prior to placement of any signs.