



City of Venice
 401 West Venice Ave., Venice, FL 34285
 941-486-2626
 DEVELOPMENT SERVICES - ENGINEERING/STORMWATER
PERMIT APPLICATION

Date _____

Property Owner _____ Phone _____

Project Name _____ Building Permit # _____

Project Address _____

Contractor _____ License # _____ Phone _____

Engineer _____ Phone _____

Surveyor _____ Phone _____

On-site superintendent _____ Phone _____

Fax _____ Mobile or Construction Site Phone _____

Agent _____ Phone _____

Agent Address _____

Individual responsible for maintenance of erosion controls _____

Phone _____ Mobile _____ Fax _____

Total Impervious Area _____ Lot size _____ Acres _____

Scope of improvements

Commencement Date _____ Completion Date _____ Not valid after _____

PERMIT TYPE:	Account #	Fees payable at Cashier's Counter	Extension
Construction Permit (review)	001-0000-329.11-01	\$200.00	
Construction Permit (modification)	001-0000-329.11-02	\$50.00	
Site Prep Permit Minor	001-0000-329.11-03	\$25.00	
Site Prep Permit Other	001-0000-329.11-03	\$100.00	
Property Addition		No charge	
Right of Way Use Minor	001-0000-329.11-04	\$50.00	
Right of Way Use Other	001-0000-329.11-04	\$200.00	
Right of Way Use Building Permit	001-0000-329.11-04	\$20.00	
License Application Required	001-0000-329.11-05	\$423.20	

TOTAL _____

Acknowledgement of paver guideline (if applicable)

I certify that the foregoing information is accurate and that all work will be done in accordance with all applicable laws including Section 74 of the Venice City Ordinances, Municipal Code Sec. 62-1 through 62-126, 86-423 and all other applicable City Ordinances. I understand that improvements must be constructed in accordance with applicable City Standard Details and that I am responsible for the maintenance and replacement of all improvements that are installed in the City of Venice ROW.

Applicant Signature _____

Permit Approved Date _____ Authorized by City Rep. _____

REQUIREMENTS

CONSTRUCTION PERMIT (review/modification)

In accordance with Municipal Code; "A Florida registered professional engineer shall be employed to design and inspect the installation of all required improvements such as streets, sidewalks, drainage structures, bridges, bulkheads, and water and sewerage (waste water and reclaimed water) facilities. All plans for improvements shall be prepared by such engineer and approved by the city engineer prior to construction. All survey monuments shall be installed as required in F.S. ch 177."

Complete cover sheet and submit with all plans, specifications, information and data necessary to determine the character of the improvements; including but not limited to:

- Construction plans in accordance with City Standard Details
- Construction schedule
- Copies of all permits from other agencies, such as water, sewer, SWFWMD, Florida DEP; County or FDOT right-of-way use.

A representative of the City Engineer's Office will inspect/verify installation of items that will be turned over to the City for operation and maintenance. The Owner/ Developer will be billed for inspection services. The City Utilities Department will TV sanitary sewer lines and report to the City Engineer. The Owner/ Developer will be billed for the TV inspection.

SITE PREP PERMIT

Municipal Code Section 74-264 Best Management Practices for Construction Sites, specifies that before any activity such as removal of vegetation, site grading, delivery of fill, or ground breaking, the property owner or his agent will meet certain requirements. These requirements apply to all construction sites, regardless of size.

1. Provide city with an approved SWFWMD permit, SWFWMD stamped drainage plan & dewatering plan, or letter of exemption, if applicable. In all cases, an erosion and sediment control plan is required. The plan must include a description of controls that will be used at the site, e.g., erosion/sediment controls and vehicle tracking controls; a description of maintenance and inspection procedures; contact person and phone #. (Single family residences are exempt from this item)
2. Provide city with a copy of NPDES NOI. (applicable if site is required to be covered by a *NPDES general permit for storm water discharges from construction activities*). SWPP plan must include stabilization of bare areas (e.g. lots, commons, etc.) not scheduled for construction within 14 days of being stripped.
3. Per City Code Sec. 74-265 a completed Certificate of Construction must be provided to the Engineering Dept. prior to receiving a certificate of occupancy.

Locates are required per Florida statutes. Copy of County tree permit required.

PROPERTY ADDITIONS

1. A topographic survey with improvements signed and sealed by a Florida licensed professional land surveyor is required. The required topographic survey shall include the proposed finished floor of the addition, the elevations of the adjacent lots, and the finished floor elevation of any existing structures located on the subject parcel and adjacent lots.
2. A site and drainage plan signed and sealed by a Florida licensed professional engineer must be submitted for review and approval by the city engineering department if the elevation of the building pad or site fill will be higher than adjoining properties.
3. Any single lot, not covered under Southwest Florida Water Management District rules, exceeding 45 percent in impervious coverage (including buildings, drives, sidewalks, patios, pools, pavers, etc.) shall require stormwater retention facilities to be designed by a Florida licensed professional engineer. The design shall meet the city EPA/NPDES permit requirements for quantity and quality of treatment.

RIGHT OF WAY USE RIGHT OF WAY USE AUTHORIZATION (minor/other)

The following affected utilities will be notified (required by Florida Statutes):

1. SUNSHINE ONE CALL: 1-800-432-4770
2. CITY OF VENICE PUBLIC WORKS: (941) 486-2422 or (941) 486-2626

MINIMUM 24 HOURS NOTICE REQUIRED FOR INSPECTION REQUESTS

Inspection of concrete forms is required prior to concrete pour.

***Minor: Single Family Residential: curb cuts, landscaping (homeowner), driveways.**

LICENSE APPLICATION REQUIRED

License agreement cannot be processed without the following:

- ❖ **Completed Right-of-Way Application** – (additional fee required)
- ❖ **Completed License Agreement Section**
 - The city easement / right-of-way being encroached upon must be specifically described.
 - The improvements to be constructed within the easement / right-of-way must be specifically described (for example, a four foot high masonry wall twenty-two feet in length).
 - The property owner(s) as stated on the deed must sign the agreement.
 - Property owner should provide:
- ❖ **3** copies of each of the following:
 - **Certificate of Insurance showing liability coverage** – Insurance Accord for:
 - ❖ **Residential:**
\$300,000 and name City of Venice as additional insured
 - ❖ **Commercial:**
\$1million and name City of Venice as additional insured
 - **Deed**
 - **Construction Plans**
- ❖ **2** copies of the following: **As-built / record drawings** (signed and sealed by a Florida licensed professional engineer, landscape architect or land surveyor) of the improvements (within 30 days of completion of the construction)

