

Permits (Processing Procedures)

Permit Application Form and Owner Agreement

1. Review enclosed checklist for items required by BKIA Architecture Committee to process the permit.
2. ***If a City permit is required, be sure to sign the Affidavit of Awareness of Homeowners' Association Regulations.***
3. Submit signed and notarized application.
4. Submit Permit fees. We would appreciate payment by check rather than cash.
5. Complete and submit the total packet to the BKIA office.
6. Office will notify when processed (permit will be issued in 30 days or less).

Bird Key Improvement Association
Permit Application and Owner Agreement
(Please Print)

Applicant Name: _____ Relationship _____ Date: _____

Home # _____ Work# _____ Cell# _____

Permit Address: _____ Lot _____ Blk _____

Homeowner Name: _____ Full Time Resident? Yes _____ No _____

Mailing Address: _____ Email _____

Home # _____ Work# _____ Cell# _____

Purpose of Permit: _____

Est Cost: _____ Est Start Date: _____ Est Completion Date: _____

Builder - G/ C: Name _____ License#: _____

Builder - G/ C: Address: _____ Email _____

Builder - G/ C Office #: _____ Cell#: _____ Fax#: _____

I hereby apply for a Bird Key Improvement Association, Inc. (BKIA) Building Permit for the above referenced property. I make the following representations and understand and agree to the following:

1. I attest that I am the homeowner of the above property, that the address is correct, and I have read and understand the applicable provisions of the "Declarations, Articles of Incorporation, By Laws and Rules and Regulations of BKIA" (the Documents)
2. I understand that it is my personal responsibility to assure that the project conforms to the BKIA documents and the approved plans on file in the BKIA office dated _____.
3. This process can take up to 30 days.

I understand that failure to comply with all provisions of the BKIA documents and approved permitted plans will subject me to potential fines and/or liens, as well as possible legal proceedings and that the project will have to be corrected to so comply.

(Applicant Signature)

(Date)

The foregoing instrument was signed and acknowledged before me this ___ day of _____, 20___.

He / she is personally known to me - or - has produced _____

As identification. He / she did / did not take an oath.

NOTARY:

State of Florida Notary / Seal _____ Stamp:

County of Sarasota

Construction Requirements

(includes additions)

- A. A current sealed/signed survey showing:
 - a) Total square feet of lot and existing elevation
 - b) Proposed finished floor elevation
 - c) Adjacent lot elevations
 - d) V-zone construction certificate (if applicable)

- B. A set of sealed/signed plans and specifications for the proposed permitted property (as required by City of Sarasota). The set must consist of the following to meet BKIA requirements:
 - 1. Plot plans (to scale) showing existing and proposed structure
 - 2. FEMA information
 - 3. Set back distances to scale
 - 4. Zoning data – as per City of Sarasota
 - a. Minimum lot area required and provided
 - b. Lot width required and provided
 - c. Maximum lot coverage allowed and provided
 - d. Minimum yard set backs required and provided
 - e. Maximum height allowed and provided (FEMA)
 - f. Total floor area of structure
 - g. Total area of impervious surface
 - 5. Proposed storm water runoff plan with control details
 - a. Plans must be signed/sealed
 - 6. Architectural- all drawings as required by City of Sarasota
 - a. Drawings must be signed/sealed by a Florida professionally licensed architect
 - 7. Landscape Plans to scale
 - a. Sprinklers
 - b. Plantings and trees
 - c. Walk, fences, driveways

- C. Copy of all City of Sarasota building permits as issued for associated work

- D. Additional BKIA permits must be requested for:
 - 1. Docks and lifts
 - 2. Seawall and caps
 - 3. Pools
 - 4. Pool cages
 - 5. Walls and fences

BKIA Permit Restrictions

1. **No work shall commence without a BKIA properly posted permit.**
2. **A Permit Board must be provided** for all projects that require a permit from the City or BKIA.
3. **Permit Board will be installed so as to be visible in front of said project from the street.**
4. All permits (City and BKIA) will be posted in the Permit Board along with copies of all associated drawings, plans and contracts.
5. Advertising signs are allowed on Permit Board front. No others are accepted.
6. All properties will be posted in the front and back of the lot with No Trespassing signs during demolitions and new construction.
7. A Bird Key Permit is good for only 90 days from the date of issue to actual start of designated work. A new permit will be required if this does not occur.
8. For all new construction projects, the residences along the affected street and cross canals and back yards for one block in direction must be notified in writing of the following:
 - a. Pending projects.
 - b. Time schedule for start and completion
 - c. Name of general contractor and responsible party for said project.
9. A copy of all City permits granted must be furnished to BKIA Architectural Committee before a BKIA permit will be approved and issued.
10. **A copy of final inspection by the City must be furnished to BKIA Architectural Committee within ten (10) days.** (i.e., certificate of occupancy and completions).
11. Where necessary, **portable toilets must be located at least fifteen (15) feet from the curb and be provided with a six foot screening system on two sides to minimize its unsightly view from the street and adjacent properties** (or take advantage of landscaping already on the property).
12. **No work will commence before 8:00 am or continue past 6:00 pm Monday through Saturday. No work is allowed on Sunday.** Exception to these times will be made if work is of an interior nature.
13. No construction debris will accumulate on any lot for a period in excess of 24 hours, unless concealed in a Board approved container. (i.e. dumpster). Once filled, said container will be removed within 24 hours.
14. No vacant lots, other than the lot under construction, will be used for a staging point or car parking area. The exception will be if the owner provides BKIA with a written approval from the Lot's owner.
15. Any alterations of an existing lot's elevation will require a BKIA permit, a licensed surveyor's certificate for new construction elevation, and all adjoining lot elevations. All fill will be delivered with an environmental certificate as to source and freedom from insect infestation. All fill will be leveled and vibrated for compaction within three days of delivery.

(BKIA Permit Restrictions)

- 16. *No roofing tiles will be placed on top of a roof for more than two days prior to installation, and only one day during official hurricane season.*
- 17. No construction will be started (i.e. walls, etc). prior to installation of temporary power and water.
- 18. No audio equipment will be played at a site at a volume that will cause an adjacent resident to complain of the noise.
- 19. *All vehicles associated with a project will park on only one side of the street, heading in the proper direction and not blocking driveways or mailboxes.* Any non-compliance will result in the Sarasota Police ticketing or having vehicles towed.
- 20. During demolition the debris will be kept watered down to minimize dust.
- 21. All lots during construction will be protected on three sides with an approved silt barrier.
- 22. The property owner/builder will inform BKIA of a job's completion within ten (10) days and furnish a copy of any City final inspection or certificate of occupancy, if applicable.
- 23. *All property owners or their representatives will be responsible to BKIA for adhering to the above items.*

I have read, do fully understand & will comply with the aforementioned permitting restrictions:

(Applicant Signature)

(Date)

(Permit Address)

(Permit #)

NOTARY:
State of Florida
County of Sarasota

The foregoing instrument was signed and acknowledged before me this ___ day of _____, 20__.

He / she is personally known to me - or - has produced _____

As identification. He / she did / did not take an oath.

Notary Signature /Seal

Stamp

Permit fees for Bird Key Improvement Association, Inc.

Fees for permits and construction administration fees for BKIA as of February 15, 2005 will be assessed at a rate of **\$ 1.00 For Each \$1,000.00 of the project cost, with a minimum fee of \$10.00.**

Separate permits must be drawn for pool, pool cage, landscaping, walls, fencing, docks, davits, seawalls, etc..

Remodeling refers to substantial changes or improvements to an existing home exceeding 50% of the home's market or appraised value.

The Board shall have the right to hire a registered architect or engineer to review the plans and specifications submitted by any member, and the cost of such consultant shall be borne by such member.

DEMOLITION PERMIT REQUIREMENTS

- 1. If an empty lot is to be vacant longer than 2 weeks it must be hydro-seeded and watered.**
- 2. Permit Board must be installed in front of said project so that it is visible from the street.**
- 3. “NO TRESPASSING” signs are to be posted at both the front and rear of the property.**
- 4. A silt fence must be placed around the interior lot.**
- 5. All chain link fencing must be completely removed.**
- 6. Any tree removal over 4” in diameter must have a permit from the City and be posted with the Demolition Permit.**
- 7. Any back fill or alterations of existing lot elevation and pool excavation will be leveled and vibrated for compaction in 1-foot layers to meet City of Sarasota code. A City permit is required as is a surveyor certificate and a certificate of compaction test results.**