



Dear BKIA Home Owner,

Bird Key is one of the most prestigious communities in Sarasota and your association is working hard to maintain this stature. Since its creation in 1959, the Bird Key Improvement Association has required building permits for most construction activity on the Key. This permitting process enables us to maintain the Bird Key building parameters that are more restrictive than those of the City. Details such as our set back requirements and structure heights set us apart from many other communities and provide a more aesthetically pleasing, comfortable neighborhood in which to live.

This letter is to remind you that **BKIA permits are required for most construction and significant landscaping work** on Bird Key. Furthermore, the homeowner, *not* the contractor, is responsible for obtaining these permits **before** work commences.

For your convenience, a table of activities requiring a Bird Key permit is enclosed. Note that, in some cases, you need only present a copy of the City of Sarasota Permit in lieu of a BKIA permit. In all cases, permits must be displayed in a permit box or be visible on the front of the house until work is completed.

Although we are delighted with the increasing number of “upgrades” that are occurring on the Key, we are distressed with the number of situations where people are not obtaining a BKIA permit before starting work. In several situations, owners could have saved many thousands of dollars in project costs and both City and Bird Key fines had they first applied for a BKIA permit. Our Architectural Committee, which reviews all permit applications, is very knowledgeable about both the City and Bird Key construction requirements. The Committee is eager to provide assistance to homeowners in assuring that their projects will meet the Bird Key building codes. They can only provide this help, however, when they are notified that a project is being developed via the permitting process.

As an incentive to apply for a BKIA permit in a timely fashion, the Board of Directors voted unanimously on February 19, 2004, to change the fee schedule for permits applied for and issued *after* work has commenced on Bird Key. When a permit is obtained *after* work has started, the permit fee will be either \$100 or three times the normal permit fee, whichever is greater. This change will be in effect commencing March 15, 2004. There will be no change to the permit fee schedule for those permits obtained prior to project commencement

For your convenience, permit applications are available at the Bird Key office as well as on the Internet at www.bkia.org and Sheila Coval, our office manager, is a Notary Public. She will be happy to notarize the required documents free of charge. Although we have recently been able to approve permits within a week’s time, applicants should allow thirty days for a permit to be approved.

Thank you for your continued efforts to maintain and improve your Bird Key property. Your actions increase the value and improve the ambience of the entire neighborhood!

Sincerely yours,

Lori Palermo, President
Bird Key Improvement Association, Inc.

**Table 1 – Construction Projects and Permit or Notification Requirements
For Bird Key Improvement Association – Effective March 15, 2004**

<u>Type of Project</u>	<u>Bird Key Requirement</u>	<u>City of Sarasota Requirement</u>
1. Home Demolition	Permit	Permit
2. Tree Removal (over 14” circumference)	Copy ¹	Permit
3. Lot Elevation Changes	Permit	Permit
4. Drainage or Runoff Changes	Permit	Permit
5. Home – New or Exterior Renovations	Permit	Permit
6. Home – Additions	Permit	Permit
7. Interior Renovations	Copy ²	Permit
8. Roof (Removal/Installation ³)	Permit	Permit
9. Aerials/Antennas/Lightning Rods (non-dish)	Permit	Permit
10. Driveways (Removal/Installation)	Permit	Permit
11. Landscaping (Total value of work > \$20,000)	Permit	Permit
12. Fences and Walls (all types)	Permit	Permit
13. Pools, Patios, Decks, Equipment Enclosures	Permit	Permit
14. Pool Cages (Removal/Installation ⁴)	Permit	Permit
15. Docks (fixed or floating)	Permit	Permit
16. Boat Lifts (all types)	Permit	Permit
17. Seawalls/Caps (new/repair)	Permit	Permit
18. Wells	Copy ⁵	Permit
19. Irrigation Systems	Copy ¹	Permit
20. Major Electrical	Permit	Permit
21. Major Plumbing	Permit	Permit
22. Painting	None ⁶	None
23. Garage/Estate Sales	Permit	None

¹ The word “Copy” means a copy of the City of Sarasota permit for the project must be on file with the BKIA office prior to the commencement of work. If copies are not provided the minimum permit fee will be required.

² The word “Copy” means a copy of the City of Sarasota permit for the project must be on file with the BKIA office prior to the commencement of work. If copies are not provided the minimum permit fee will be required.

³ Roofs for additions, renovations and new homes are covered under permit types 5 and 6.

⁴ Pool cages are part of the house structure and must comply with all structural setbacks as described in BKIA By-Laws

⁵ The word “Copy” means a copy of the City of Sarasota permit for the project must be on file with the BKIA office prior to the commencement of work. If copies are not provided the minimum permit fee will be required.

⁶ BKIA’s concerns over aesthetics can be addressed by other By-Laws; there should be no concern over the sudden appearance of a “purple house.”