



## CITY OF SARASOTA BUILDING DIVISION

1565 1ST STREET, 2ND FLOOR ANNEX

SARASOTA, FL 34230 (941) 263-6494

### MINIMUM PLAN REQUIREMENTS FOR

## Aluminum Construction

Include this completed form with your application. Plans & drawings cannot exceed 36" x 24". Please type or print and use blue or black ink.

**I. One (1) copy of the application completely filled out and signed by the contractor. ....[ ]**

**II. Five (5) copies of the following documents:**

**A. Site plan drawn to scale, illustrating:**

*[check each]*

1. The shape and location of each structure on the property ..... [ ]
2. The distance from each structure to rear, front and side property lines ..... [ ]
3. The location and size of each sign on the property ..... [ ]
4. The location and type of each tree on the property affected by this project ..... [ ]
5. The distance between structures ..... [ ]
6. An arrow indicating North ..... [ ]
7. The width of the sidewalk and the distance from the building from the sidewalk and curb. .... [ ]

**Note:** A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted below.

**B. Specification sheet(s) detailing:**

*[Page(s) on which each appears]*

1. Span between outside wall and opposite bearing wall. ....[ ]
2. Size of supporting columns. ....[ ]
3. Wall thickness. .... [ ]
4. Column height. .... [ ]
5. Size of beams. .... [ ]
6. Type of roof panels. .... [ ]
7. Thickness of panels. .... [ ]

**C. Engineered plans (please provide ONE of the following):**

*[check each]*

1. Plans signed and sealed by the engineer. .... [ ]
2. The name of engineer and document title/number for Engineered Specification from which the contractor is already authorized by the engineer to work..... [ ]
3. Name of Engineer: .....[ ]  
Title/Number of Document: ..... [ ]  
Contractor is currently authorized by the engineer to work from these drawings? ..... [ ]



## CITY OF SARASOTA BUILDING DIVIION 941-263-6494

### INSTRUCTIONS FOR PREPARING A SITE PLAN (ALUMINUM CONSTRUCTION)

Use these instructions and the sample below to create your site plan.  
You may not simply "fill in" this sample. Your site plan **MUST** be drawn  
to reflect your individual site, and you must include all measurements shown.

- On a sheet of paper (between 8-½ x 11 and 24 x 36), draw **YOUR INDIVIDUAL PROPERTY**. Your drawing must be to scale and include adjacent street(s) and roads(s) and the name of each, and have a direction arrow indicating north.
- I. Your site plan must **SHOW ALL BUILDINGS**, mobile homes, garages, sheds and any other structures that exist on the property, regardless of the reason for requesting a permit. Show all **TREES**, and the size and location of all **SIGNS**.
  - II. If the requested permit is for an **ADDITION**, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
  - III. After locating all structures on your property, show **DISTANCES** in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
  - IV. **SIGN AND DATE** your site plan drawing before submitting it with your permit application.
  - V. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR PROPERTY AND YOUR PROJECT**. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s). You may **DRAFT OR HAND-DRAW** your plan, or you may submit a signed and sealed survey showing the elements discussed above.

