



**CITY OF SARASOTA BUILDING DIVISION  
MINIMUM PLAN REQUIREMENTS FOR**

**AWNINGS, MARQUEES & CANOPIES**

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. Include five (5) copies of the following documents:**

**A. Site plan, 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. Structural Drawings, Illustrating:**

1. Framework
  - (a) Show the configuration, dimensions and materials used for the fabrication of the frame. .... [ ]
  - (b) Define the structure; i.e., wall, roof that the frame is attached to. .... [ ]
  - (c) Define the material the structure in #2 above is made of and show how the frame is attached (structural integrity) to the structure. .... [ ]
2. Elevations
  - (a) Show top, front and side elevations.
    - (i) Dimension of awning(s) ..... [ ]
    - (ii) Square footage of each awning..... [ ]
    - (iii) Height above and width across sidewalk (per Chapter XXII of the Standard Building Code) .. [ ]
    - (iv) State name and specifications of fabric to be used ..... [ ]
3. Sections
  - (a) Show a section through one or more of the elevations ..... [ ]

**C. Flame Retardant Certificate**

1. Applications for units that include cloth and canvas must include the Flame Retardant Certificate..... [ ]



## CITY OF SARASOTA BUILDING DIVISION INSTRUCTIONS FOR PREPARING A SITE PLAN (AWNINGS, MARQUEES & CANOPIES)

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.

- I. 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.
- II. 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**.
- III. If the requested permit is for an **ADDITION**, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. 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).
- V. **SIGN AND DATE** your site plan drawing before submitting it with your permit application.
- VI. 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.

