

**TRI-PAR ESTATES PARK & RECREATION DISTRICT  
POLICY & PROCEDURE**

**ITEM 3.2.12            BUILDING PERMITS**

The Trustee whose assigned area of responsibility is BUILDING PERMITS shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

**BUILDING PERMITS:**

1. Become fully familiar with District's Deed Restrictions and set back requirements, and Sarasota County building permit requirements.
2. Review applications for building permits for compliance with District's Deed Restrictions.
3. When required, assure that applicant has a current plot plan by a registered engineer or surveyor.
4. Approve and issue a District permit for projects that meet all requirements of Deed Restrictions.
5. Reject any plans that do not meet District requirements.
6. Advise applicant of requirement for a Sarasota County permit in addition to the District permit.
7. Follow up with inspections to assure that construction is according to the approved plan. If necessary, issue "Stop Work" orders to enforce compliance with requirements.
8. Post and maintain in office a listing of current and open building permits.

6/16/2015      Previous: 10/17/89