# TRI-PAR ESTATES PARK AND RECREATION DISTRICT
# POLICY AND PROCEDURE MANUAL

## ITEM 5.24 BUILDING PERMITS

Deed Restrictions state the following: *"1. No building, addition or accessory, mobile home, fence, wall or other structure shall be commenced or erected, nor shall any addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, floor plan, materials, location and approximate cost of such structure have been submitted to and approved in writing by the Board of Trustees."*

1. Property owners shall submit requests for building permits to the Park office addressed to the Trustee responsible for Building Permits. This trustee will review all plans for compliance with Deed Restrictions and suitability for Tri-Par Estates. Building permits must also include carport plans even though they may be installed at a later date.

2. The first concern for all permits is location on the property, being sure that all required setbacks are maintained. The property owner must provide a plot plan by a registered land surveyor or engineer, and be able to locate the corner markers as indicated on the plan. If existing markers cannot be located an engineer or surveyor must be engaged to locate and mark corners and setback lines.

3. Homes on corner lots must maintain front yard setbacks along both streets.

4. All sheds or utility buildings require a Tri-Par permit for location, whether or not a permit is required by Sarasota County.

5. Overhang of eaves and carport roofs are allowed providing there is 8 foot clearance beneath. Carport roof supports are structures and must be within setback lines.

6. Air conditioners will be allowed in side or rear yard setbacks, but this is not desirable and should be avoided if possible.

7. All fences require a Tri-Par building permit. Fences should not cross easement lines or extend into front setback. Height is limited to 48 inches by deed restrictions. In the event a fence crosses a utility easement the owner must understand that it may be removed if necessary by the utility company at the owner's expense.

8. When all requirements are met, and site is inspected for compliance, the Building Permit Trustee will issue a Tri-Par permit.

9. The property owner is also responsible to secure a building permit from Sarasota County. Construction may not begin until <u>both</u> permits are posted at site.

10. The Building Permit Trustee will visit the site from time to time to be certain that plans are being followed and setbacks maintained. A "Stop Work" order may be issued if necessary to enforce compliance.

Adopted by Trustees – 10/20/2015

**SECTION 5: POLICY AND PROCEDURE**

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**Draft 02/22/2017**
**Amended 7 22 2026**

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## SECTION 5: POLICY AND PROCEDURE