



City of Sanibel
Building Department
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Sanibel, FL 33957
(239) 472-4555 Fax: (239) 472-8826
Inspection Request Line (239) 472-8321
www.mysanibel.com

CONTRACTOR AND PROPERTY OWNER RESPONSIBILITIES

REGARDING TRADE AND BUILDING PERMITS

After picking up or receiving a permit it is **very** important to call in the required inspections. Permits are good for six months after issuance of permit or with an **approved** inspection.

Permits are your responsibility:

- Knowing the Building Permit Application Number for your projects.
- If the project is not completed in 6 months a permit extension may be requested, the form is online.
- \$53.25 is the permit extension fee.

All trade permits:

- Must be submitted and approved work before beginning on any project.

Permits over \$2500:

- Except for HVAC permits (\$7500) a copy of the Recorded Notice of Commencement is required and must be faxed to our office **before first** inspection can be scheduled.

Access for inspections is the responsibility of the contractor:

- Have someone at job site.
- Leave a key.
- Have a lock box.
- Inspector will not call or search for keys.
- Roofing: have a ladder on site as needed and have Florida Product Approval at job site.

If your inspection does not pass:

- \$42.75 fee will be assessed for costs to cover revisiting the job site.
- Trade Permits Only (roof, hvac, electric & plumbing) \$42.75 fee must be paid before rescheduling inspection.

If a permit expires:

- A completion permit will be needed.
- A fee of \$84+ would be assessed for a Completion Permit.

If the project is abandoned or expired:

- Code Enforcement will send a Notice of Violation to the contractor and property owner.
- If the violation is not abated the license holder will be required to appear at the Contractor Review Board in which permitting, licensing privileges and fines may be assessed.