



CITY OF PUNTA GORDA
BUILDING DIVISION

This department will not accept any permit application/plans until all the requirements listed below are met.

All drawings must be drawn to scale with sufficient clarity and detail.

Reversed plans are not accepted.

Guidelines for a Commercial / Multi-Family Remodel (Interior only-no additional sq. footage)

The following is required to make your application to the City of Punta Gorda:

1. Application Forms (Contractors)
 - a. Permit Application
 - b. Certified copy of the Notice of Commencement if valuation is over \$2500.00.
2. Sub-contractors Lists (long and short)
 - a. The short sub list is for Roofing, Electrical, Plumbing and Mechanical contractors only. Each of these subs utilized must sign the sub list (**Original qualifier signatures is required**); include their City of Punta Gorda Certificate of Competency number, and indicate the valuation of their scope of the work. This must also be signed by the Contractor submitting the permit application (original signatures only).
 - b. The long sub list includes all other contractors with their City of Punta Gorda Certificate of Competency numbers. This document is only signed by the contractor submitting the permit application.
3. Building Permit Application Addendum. (\$2500.00 or more)
4. State Permit Application Form. (2 page form)
5. Roofing System Sheet. (if roof is involved)
6. Commercial Data Summary Checklist.
7. Three Complete Sets of Drawings.