



City of Palmetto  
Building Department  
600 17<sup>th</sup> Street West  
Palmetto, FL 34221  
Phone: (941) 721-2166  
Fax: (941) 721-2168

## WHEN DO YOU NEED A PERMIT?

Whenever you.....

Put up a fence  
Put up a shed  
Re-roof your house  
Add a lanai/screen room  
Enclose a carport  
Pour a slab  
Change out a water heater  
Enclose a front/back porch  
Remodel the interior of a house  
Add on to a house  
Add a carport  
Pour a driveway  
Turn your garage into a room  
Build a garage  
Plumbing work  
Electrical work  
Signs

Mechanical work  
Roof  
Replacement of fence  
Demo anything  
Replace any structural member  
Siding  
Change out windows/doors  
Gas Lines or Pipes

(Garage sale permits issue by City Hall)  
\*\*\* 941-723-4570\*\*\*

(Cutting or Removal of any tree  
permitting call Parks & Recreations)  
\*\*\* 941-721-2138 \*\*\*

These are just a few. When in doubt,  
please contact the Building Dept. and we  
will let you know if a permit is required.  
We can be reached at (941) 721-2166.

## WHAT IS THE PROCESS?

That depends on what you want to do.

- # You must always fill out a permit application.
- # If you are adding something to your property, we need to see a site plan. A copy of the survey you received when you purchased your home is good for this.
- # Draw the shed, fence, or addition on the site plan and bring that in when you apply for a permit. Colored pencils and highlighters are helpful when showing where a fence will be placed.
- # If you are re-roofing your house, we need to know the type of material, the quantity you will be using and the pitch of the roof.
- # If you are adding a room, we need detailed plans showing where studs will be placed, where electricity and air conditioning ducts will go.

Of course, there may be more steps. Please call us if you have any questions and we will gladly help you out.