

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**DOCK & BOAT LIFT
PERMIT APPLICATION**

Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description: _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

Architect's/Engineer's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION☐ Residential ☐

Description of work: _____ Size of dock: _____

*** Dock must have house number at end.***** Electrical Sub Contractor permit required***** See checklist for additional requirements.**

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER_____
Contractor Signature_____
Date_____
Print Name_____
Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical
presence or ☐ online notarization this ____ day of _____, 20____, by
_____ who is ____ personally known
to me or ____ has produced _____ as identification

Owner or Owner's Authorized Representative Signature_____
Date_____
Print Name_____
Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical
presence or ☐ online notarization this ____ day of _____, 20____, by
_____ who is ____ personally known
to me or ____ has produced _____ as identification

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.



Building Department CHECKLIST FOR DOCK AND BOATLIFT PERMITS

PERMIT APPLICATION – A document review will be performed on the following items prior to the submittal of a permit application. Failure to submit these items will result in the application package returned to the applicant until the deficient documents are included.

Please make sure you have ALL the requested copies before submitting permit application

- Completed permit application.
- Letters of no objection from or Courtesy Notification Letter to adjacent riparian right owners.
- Manufactures engineered drawings/specs for boatlift signed & sealed by a Florida registered Architect or Engineer.
- Department of Environmental Protection permit/letter of consent or exemption...
- Engineered dock details/construction drawings, signed and seal by a Florida registered Architect or Engineer.
- Current mean high-water survey (for new docks and mooring piling) containing the following information: ****DO NOT SUBMIT PREVIOUSLY STAMPED SURVEY****
 - *Legal Description of Lot
 - *Lot dimensions and bearings
 - *Street and Waterway names
 - *Existing and proposed docks, mooring pilings, decks, boatlifts, etc.
 - *Distances from existing and proposed docks, mooring pilings or boatlift (whichever is closer) to riparian lines (minumum 25 feet) and adjacent docks, mooring pilings or boatlift, whichever is closer (minimum 50 feet).
 - *Length of existing and/or proposed dock, terminal platform, mooring pilings or boatlift from the mean high water line.
 - *Size of terminal platform (cannot exceed 200 square feet)
 - *Riparian line extended to the full length of the existing or proposed dock.
 - *Easements, Road Right-of-Ways.
 - *Canals, ponds, or riverfront locations.
- Electrical Sub Permit application (all boatlifts or docks w/electric)
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

JOHN TOMPECK
Mayor

FRANK FENDER
Vice Mayor

DAVID KURZMAN
Commissioner

KAIJA MAYFIELD
Commissioner

TOWN OF SEWALL'S POINT



ROBERT DANIELS, ICMA-CM
Town Manager

APRIL C. STONCIUS, MMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER, CBO
Building Official/PW Director

MARIA PIERCE
Finance/HR Director

Date: _____

FORM:

COURTESY NOTIFICATION LETTER TO ABUTTING RIPARIAN PROPERTY OWNERS PURSUANT TO SECTION 62-151(B)(4) OF THE TOWN OF SEWALL'S POINT CODE OF ORDINANCES

To: _____ (Abutting Riparian Property Owner(s))

_____ (Mailing Address)

Re: Marine Construction Building Permit – Abutting Riparian Property Owner Courtesy Notification Letter

From: _____ (Owner/Applicant)

_____ (Address of project)

Dear Abutting Riparian Property Owner:

Pursuant to Section 62-151(B)(4) of the Town of Sewall's Point Code of Ordinances, I am providing you with a courtesy notification letter informing you that a marine construction permit application for property located at _____ is being submitted to the Town's Building Department for processing. Upon receipt of the completed application, the building Department has ten (10) days to process the application ("Permit Processing Period"). If you should have any objections, questions or concerns, or if you wish to review the construction documents, you are required to contact the Building Department in writing prior to the expiration of the Permit Processing Period; otherwise, you will waive your right to object to the application. You may contact the Town's Building Department to confirm when the Permit Processing Period expires.

Thanks you,

Property Owner



Town Hall
(772) 287-2455

One South Sewall's Point Road
townhall@sewallspoint.org

Sewall's Point, FL 34996
www.sewallspoint.org



DOCK AND/OR PILING PERMIT LETTER OF NO OBJECTION

(I)We, _____ being the owner(s) of certain upland property, located at _____ and adjacent and/or abutting the property of _____ who have applied for a dock permit for construction, have read and reviewed the drawing of the dock and We (I) have no objection to the proposed dock, pilings or boatlift pursuant to the plan attached here.

Signature

Date

Signature

Date

STATE OF _____
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20____

NOTARY PUBLIC

MY COMMISSION EXPIRES:_____