Town of Sewall's Point Building Department
One South Sewall's Point Road
Sewall's Point, Florida 34996
Ph: 772-287-2455

DOCK 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.**

*** 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 requesd copies before submitting permit application

- Completed permit application.
- Letters of no objection from or Courtesy Notification Letter to adjacent riparian right owners.
- 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.

DAVE KURZMAN
Mayor

VINNY BARILE
Vice Mayor

FRANK FENDER
Commissioner

KAIJA MAYFIELD
Commissioner

FRANK TIDIKIS
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

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:_____

TOWN OF SEWALL'S POINT BUILDING DEPARTMENT
One S. Sewall's Point Road
Sewall's Point, Florida 34996
Tel 772-287-2455 Fax 772-2204765

Town of Sewall's Point, Florida
FDEP Permit Requirement Acknowledgment Form

Applicant Information:

- Name: _____Address:_____
- City, State, Zip: _____
- Phone Number _____Email:_____

Project Information:

- Project Type: (Select one) ☐ Seawall ☐ Dock
- Project Address/Location: _____
- Parcel ID Number: _____

Description of Proposed Work:

- _____
- _____
- _____

Checklist for Permit Requirements (FDEP):

Please select the applicable statements:

- ☐ The proposed project is within state waters.
- ☐ The project involves construction or alteration within a regulated area.
- ☐ The project may affect water quality or marine life.
- ☐ The project requires dredging or filling activities.
- ☐ The project is within an environmentally sensitive area.
- ☐ Other: _____

FDEP Determination:

Based on the information provided and a preliminary review of the project location and scope, the Florida Department of Environmental Protection (FDEP) acknowledges the following regarding permit requirements:

- ☐ A permit is required from the FDEP for the proposed project. **Permit Type**:_____
  - Additional Requirements/Comments_____

- ☐ A permit is not required from the FDEP for the proposed project.

FDEP Representative:

- Name: _____Title_____
- Signature: _____Date_____

Applicant Acknowledgment:

By signing below, the applicant acknowledges the receipt of this form and understands the determination made by the FDEP.

- Applicant Signature: _____Date_____

Instructions for Submission:

Please submit the completed form to the Town of Sewall's Point, along with any necessary supporting documents. For questions or assistance, contact the FDEP or the Town of Sewall's Point