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 2020 7TH 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/OR 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.
  (applies for all docks not situated directly on the St Lucie or Indian River, or is located in a canal, strait, lagoon or bay)
- 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)
- Guardrail details to code with all residential docks.
- Recorded Notice of Commencement for work valued at $2500 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.**

NOTE: RESIDENTIAL DOCKS REQUIRE GUARDS

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

DAVID KURZMAN
Vice Mayor

JAMES W. CAMPO, CFP
Commissioner

FRANK FENDER
Commissioner

KAIJA MAYFIELD
Commissioner

TOWN OF SEWALL'S POINT

MICHELLE LEE BERGER
Town Manager

APRIL STONCIUS, CMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER, CBO
Building Official

CHERYL DEMPSEY, CGFO
Finance 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:_____

NOTICE OF COMMENCEMENT

TO BE COMPLETED WHEN CONSTRUCTION VALUE EXCEEDS $2,500.00 ($7,500 Mechanical)

PERMIT #: _____ **TAX FOLIO #:** _____

STATE OF FLORIDA COUNTY OF **MARTIN**

THE UNDERSIGNED HEREBY GIVES NOTICE THAT IMPROVEMENT WILL BE MADE TO CERTAIN REAL PROPERTY, AND IN ACCORDANCE WITH CHAPTER 713, FLORIDA STATUTES, THE FOLLOWING INFORMATION IS PROVIDED IN THIS NOTICE OF COMMENCEMENT.

LEGAL DESCRIPTION OF PROPERTY (AND STREET ADDRESS IF AVAILABLE):

_____

GENERAL DESCRIPTION OF IMPROVEMENT: _____

OWNER NAME OR LESSEE INFORMATION, IF LESSEE CONTRACTED FOR THE IMPROVEMENT

NAME:_____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
INTEREST IN PROPERTY**:** _____

NAME AND ADDRESS OF FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER):

_____

CONTRACTOR: _____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

SURETY COMPANY (IF APPLICABLE, A COPY OF THE PAYMENT BOND IS ATTACHED)_____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____
BOND AMOUNT: _____

LENDER/MORTGAGE COMPANY: _____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

PERSONS WITHIN THE STATE OF FLORIDA DESIGNATED BY OWNER UPON WHOM NOTICES OR OTHER DOCUMENTS MAY BE SERVED AS PROVIDED BY SECTION 713.13 (1) (b) , FLORIDA STATUTES:

NAME: _____
ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

IN ADDITION TO HIMSELF OR HERSELF, OWNER DESIGNATES _____ OF_____ TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.13(1)(B), FLORIDA STATUES:

PHONE NUMBER: _____FAX NUMBER: _____**EXPIRATION DATE OF NOTICE OF COMMENCEMENT**: _____

EXPIRATION DATE MAY NOT BE BEFORE THE COMPLETION OF CONSTRUCTION AND FINAL PAYMENT TO CONTRACTOR BUT WILL BE ONE (1) YEAR FROM THE DATE OF RECORDING UNLESS A DIFFERENT DATE IS SPECIFIED

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THAT THE FACTS IN IT ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF (SECTION 92.525, FLORIDA STATUTES).

_____
SIGNATURE OF OWNER OR LESSEE OR OWNER'S AUTHORIZED OFFICER/DIRECTOR/PARTNER/MANAGER/ATTORNEY-IN-FACT

SIGNATORY'S TITLE/OFFICE_____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____DAY OF_____, 20____

BY: _____ AS_____FOR_____
NAME OF PERSON TYPE OF AUTHORITY PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

PERSONALLY KNOWN _____ OR PRODUCED IDENTIFICATION _____TYPE OF IDENTIFICATION PRODUCED_____

_____
NOTARY SIGNATURE/ SEAL