

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

This request form is to be completed by the homeowner and submitted to the ARC for approval BEFORE any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for a description of the ARC and its purpose. If a contractor will be retained a \$1500 refundable construction deposit will be required.

If you would like notification sent to alternate address, please list below:

THIS SECTION TO BE COMPLETED BY HOMEOWNER

ASSOCIATION NAME: Vista Bay Point Condominium Association, Inc. Date: _____

Name: _____

Property Address: _____

Phone (Home): _____ (Alternate): _____

Email Address: _____

DESCRIBE THE CHANGE/ADDITION/INSTALLATION:

(i.e. Repaint exterior, Screen enclosure, Pool, Landscape change, Driveway, Change, Gutters, Storm Shutters, etc.)

LOCATION:

(Attach a copy of a survey map, site plan with a suitable diagram showing where the addition is located)

SPECIFICATIONS:

(Attach copies of plans, estimates or pictures, paint color sample(s), landscaping for pools)

Dimensions: _____

Material (s): _____

Color(s): _____

All requests must conform to all local zoning and building regulations and you must obtain all necessary permit if the ARC approves your request. Please have your contractor provide proof of insurance with this form.

SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

REQUEST: Date Approved: _____ Date Denied: _____

BOARD MEMBER'S SIGNATURE: _____

COMMENTS: _____

Please Return Completed Form Along with Plans, Plot Site Plan, Samples, Pictures, etc. to:

Vista Bay Point Condominium Association, Inc.
c/o Progressive Community Management
3701 S. Osprey Ave.
Sarasota, FL 34239

City of Sarasota Building Division Building Permit Requirement

When do I need a Permit?

Permits 105.1 Required. Any owner, authorized agent, or contractor who proposes to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit. City of Sarasota Ordinance: 08-477

When in doubt about whether a permit is required in the City of Sarasota, please call the City Building Division at (941)365-2200 ext. 4156

Some activities that require a permit before work begins are:

- Remodeling a kitchen.
- Remodeling a bathroom.
- Replacing kitchen cabinets.
- Replacing bathroom vanity.
- Replacing a bathtub.
- Replacing a bathtub with a shower.
- Replacing a commode.
- Replacing a water heater.
- Replacing an air conditioner outside compressor unit.
- Replacing an inside air conditioner air handler.
- Replacing water main or hot water shut-off valves.

July 2019