



Building & Development Services  
Permitting Section  
1112 Manatee Ave W 4<sup>th</sup> Floor  
Bradenton, FL 34205  
Phone: (941) 748-4501  
[www.mymanatee.org](http://www.mymanatee.org)

## EFFECTIVE 7/1/2016

To better serve our Contractor customers we will implement the following changes.

- For the on-line permit types of electrical, mechanical, plumbing, doors/windows and roofs that your staff normally logs in to our system and applies/issues but the system gives you errors and prevents you from continuing due to parcel having multiple addresses, are located in a flood zone or have parcel holds on our part that will not allow you to bypass you will now be able to scan both sides of our permit application and email to:  
[permitted@mymanatee.org](mailto:permitted@mymanatee.org)

Our staff will generate the application for you by end of day and reply via email with the permit application number allowing you to pay and print.

Doors/Windows – when in a flood zone will follow the same process except additional documents will be required. Time cut off is 3:00pm

Doors/ Window permits in an **AE flood zone**

- A completed and signed RTF
- Copy of the Contract between the owner and contractor. The contract requires both signatures.

Door / Window Permit in the **VE flood zone**.

Same as in the AE zone and may require more detailed information including the garage door being breakaway. This permit may not be issued same day.

Misc;

- If the 1 year combined permits equal a DOI of 40-49%, we will require a detailed cost breakdown before issue of the permit.
- If the 1 year combined permits equal a DOI of 50% and greater the permit will not be approved unless the structure meets current flood elevation requirements.

**Other services available for residential –**

- Changing the scope of work on on-line permit types such as “duct work only or A/C change out including duct work or gas furnaces. These categories are not currently offered. Email us those changes to the scope of work in an email. We will update the description and email you back. Pay and print as normal.

**HB 535 has changes that may affect you. Please take one.**