



City of Palmetto
Building Department
600 17th Street West
Palmetto, Florida 34221
Phone: (941) 721-2166

Fax: (941) 721-2168

Bldg Dept Hours: Monday – Friday 7:00 AM – 4:00 PM

**REQUIRED DOCUMENTATION FOR ISSUING A RESIDENTIAL
CONSTRUCTION/REMODELING PERMIT (TROPIC ISLES MHP)**

JOB ADDRESS: _____

CONTRACTOR/HOMEOWNER: _____

The following items are required for submission of a residential application:

- Building Permit Application
- Disclosure Statement (must be signed and notarized If being pulled by owner**)
- 2 sets of drawings/signed and sealed plans
- Recorded Notice of Commencement* (signed by owner and notarized**)
- Legal Survey of Property (if applicable)
- Letter of Approval from the Tropic Isles Architectural Review Committee

****Notarizing can be done at the Building Department when presented with proper ID**

*** The Notice of Commencement must be recorded at the Manatee County Courthouse. The address for the courthouse is:**

1115 Manatee Avenue West, Bradenton

**Courthouse Hours of Operation
Monday - Friday 8:30 A.M. - 5:00 P.M.
Phone#: (941) 749-1800 Fax#: (941) 741-4082**