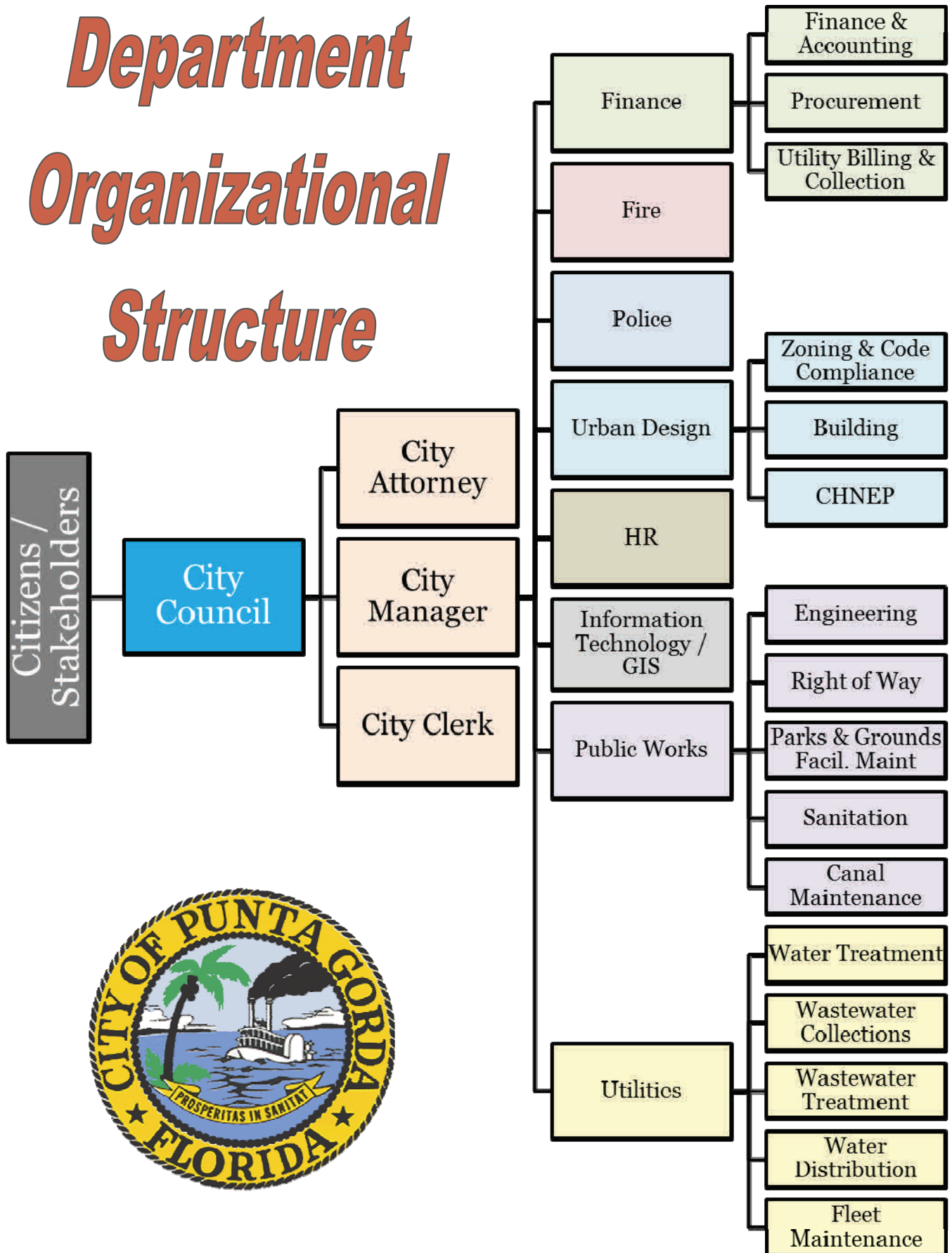


How To Work With Your CITY

February, 2017

Department Organizational Structure



City Clerk's Office

Any business located within the City of Punta Gorda is required to obtain a Local Business Tax Receipt from the City Clerk's Office. Receipts are valid for one fiscal year, running from October 1st through September 30th.

Applications must be submitted for approval at least two weeks prior to opening a business. The application can be downloaded from the City's website at www.pgorda.us or requested from the City Clerk's Office. To obtain information, contact the City Clerk's Office at 941-575-3369 or by email at pgclerk@pgorda.us.

Changes in business location, ownership and/or business name require submission of a new application.

ANNUAL RATES FOR THE LOCAL BUSINESS TAX:

For any profession requiring a State license, Certificate or Registration; Federally Chartered Banks and Attorneys:

First location..... \$105.00 *Second location.....* \$52.50

Copies of all regulatory licenses, certificates, bar cards, etc. are required.

For any profession not requiring a license:

Up to 19 employees: *First location.....* \$ 63.00 *Second location.....* \$ 31.50

From 20 – 29 employees: \$131.25 ***40 or more employees:*** \$157.50

Flea Market: Annual tax of \$63.00 per vendor (based on highest number of vendors on any given day during previous fiscal year).

Home Based Business: Annual tax of \$63.00. Submission of Affidavit for Limited Home Occupation Required.

Mobile Food Vending (Vehicle): Annual tax of \$63.00. Copy of State license required.

Public Lodging Establishment: Annual tax of \$63.00. Copy of State license required.

Vehicle for Hire: Annual tax of \$63.00. City Zoning Permit required.

Vending Machines/Coin Operated Machines: Annual Tax of \$63.00 plus \$1.00 per machine.



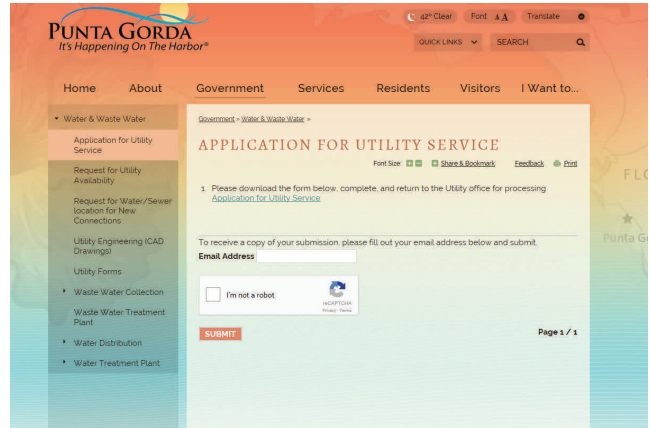
FICTITIOUS NAME REGISTRATION:

Any business that is not incorporated or operating under the owner's legal name is required by Florida Statute to register a fictitious name. A business formed by an attorney actively licensed to practice law in Florida, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State is not required to register unless the name under which the business is to be conducted differs from the name as licensed or registered. Information and online registration is available at www.sunbiz.org.

Billing & Collection Division

New Service

- ⇒ The first step in establishing new water service is to submit an Application for Utility Service. Visit the City's webpage pgorda.us under Government select Water & Wastewater.
- ⇒ To verify what service is available submit a Request for Utility Availability
- ⇒ After service availability has been verified and approved, **water and wastewater impacts and meter installation fees** for new service or a change in meter size can be obtained. The Billing and Collections office is located at 126 Harvey Street or you can call 941-639-2528 or email pgcollections@pgorda.us.



- ⇒ **New Meter Installs:** Please note that there is a six (6) to eight (8) week waiting period for meter installations from date of approval and after fees are paid.

Rates

- ⇒ Monthly Base Facility Charge per Equivalent Residential Unit (ERU) shall be charged to all customer classes as follows:
 - \$10.28 Per ERU – Inside City •\$12.85 Per ERU – Outside City
- ⇒ Monthly Customer Charge will be charged to all customer classes as follows:
 - \$4.47 Per ERU – Inside City •\$5.59 Per ERU – Outside City
- ⇒ Monthly Volume Charge will also be determined based upon all water used, as determined by the City

Residential Usage Ranges/ERU	Inside City Limits (per 1,000 gallons)	Outside City Limits (per 1,000 gallons)
0 to 5,000 gals	\$3.05	\$3.81
5,000 to 10,000 gals	\$3.52	\$4.40
10,000 to 20,000 gals	\$4.36	\$5.45
20,000 to 40,000 gals	\$5.34	\$6.68
Over 40,000 gals	\$6.50	\$8.13
Commercial Usage Ranges/ERU	Inside City Limits (per 1,000 gallons)	Outside City Limits (per 1,000 gallons)
All Usage	\$3.88	\$4.85

For **questions regarding a monthly utility bill**, please contact the Billing and Collections office at (941) 639-2528 to speak directly with a representative, or view your account online through the City's web page www.ci.punta-gorda.fl.us. If you would rather stop by the office in person, we are located at 126 Harvey Street and our office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

water meter, and will be billed monthly as follows:

Utility Bills

- ⇒ Accounts are established for the owners of all properties with water meters. Charges, including flat rates and consumption charges are billed monthly. Charges for wastewater and refuse service are included on the water bill for properties where these services are available. The standard payment period for utility bills is twenty-five (25) days, unless there is a past due balance. In that case, the payment period is shortened to ten (days) days.
- ⇒ In addition to a paper bill, we offer bills by email. Not only does this reduce paper, it also provides a convenient alternative to those who travel. To sign up for ebills, simply contact the Billing and Collections office at pgcollections@pgorda.us or 941-639-2528, or stop by and see us at 126 Harvey Street, 2nd floor.



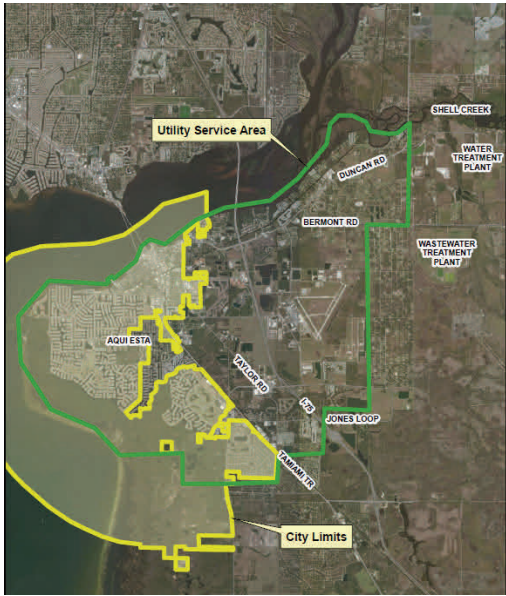
Payments

- ⇒ Payments are accepted in a variety of formats including by phone at 1-844-795-7984 using Visa, MasterCard, Discover or echeck. The same payment methods are accepted on-line at <https://www.puntagorda-online.com/Click2GovCX3/index.html> for one-time payments and recurring payments, with the additional option of monthly bank drafting in place of echeck for recurring payments. Monthly automatic payment by bank drafting can be set up through our office at no charge. Payment can be made in person at 126 Harvey Street by credit or debit card, cash, check or money order. Payments may also be mailed to the Harvey Street address.

Account Changes

- ⇒ Written notice is required from the property owner for **changes in property ownership or mailing address** and can be submitted
 - 1) via email to pgcollections@pgorda.us or
 - 2) by mail to City of Punta Gorda, 126 Harvey Street, Punta Gorda. FL 33950 or
 - 3) in person at 126 Harvey Street or
 - 4) by fax to (941) 575-5042 or
 - 5) by calling our office at (941) 639-2528 for the appropriate form

Utilities Department



The City of Punta Gorda Utilities Department provides water and sewer service to customers both inside and outside the City Limits within the Utility Service Area. The department consist of six divisions: Utilities Administration, Water Treatment, Water Distribution, Waste Water Treatment, Waste Water Collections and Fleet. Each division requires specialized skills & certification to assist in the operation and maintenance of all water and sewer transmission to provide quality service to our utility customers..

Request of Utility Availability

Residential/ Multi-Family/Development

- Submit a Request for Utility Availability – can be obtained from City’s website.
- We will review your request and issue you a letter of availability.

Request for Utility Service – New Service

Residential/Multifamily/Development

- Submit a Request for Utility Service – can be obtained from City’s website or by calling the Billing & Collections Office and/or Utility Administration.
- We will review your request. Once we have signed off on this request your application will be forwarded to the Billing & Collections department. The Billing & Collections department will notify you upon approval and quote you a price for the appropriate fees.

Plan Review for New Development or Utility Line Extension:

- ⇒ Submit an Application for Plan Review along with appropriate fee.
- ⇒ Plan review for new development and utility line extensions must be submitted to the Utility Department for approval.
- ⇒ All Developers are encouraged to schedule a pre-application meeting with utility staff prior to submitting development plans for review.
- ⇒ Plans for grease interceptors, backflow devices, and fire protection systems must be submitted to the Utility Department for approval.

Utility Permit

- ⇒ Any connection to the City of Punta Gorda water or sewer system must be approved by the Utility Department. Upon approval developer shall contact Fred Willett at 941-575-5054 for a utility permit application. Permit fee is 2% of contract value. (Shop drawings shall be submitted for approval prior to issuing a permit).

Fire Hydrant Flow Testing

- ⇒ Submit an Application for Fire Flow Hydrant Testing along with appropriate fee
- ⇒ We will review your request and issue you flow test results upon completion.

To Report Water or Sewer Problems During Business Hours M-F 8:00 AM - 4:30 PM Utility Administration Office

941- 575-5088 or 941-575-3339

After Business Hours & Holidays
(941) 575-5070

E-mail: utility@pgorda.us

FOR BILLING INQUIRIES CALL 941-639-2528

Lawn Watering Schedule

Addresses	Current Watering Day	May Also Water
Ending in 0 and 1	Monday	Thursday
Ending in 2 and 3	Tuesday	Friday
Ending in 4 and 5	Wednesday	Saturday
Ending in 6 and 7	Thursday	Sunday
Ending in 8 and 9 or Letter	Friday	Tuesday

Hand watering and micro-irrigation of plants (other than lawns) can be done on any day at any time using a shut-off nozzle on hose so water is not wasted.

New Landscape

New plants have a 30-30 establishment period, which allows any day watering during the first 30 days and during the second 30 days, watering is allowed three (3) days per week.

Addresses ending in an EVEN number may water on Tuesday, Thursday, and Sunday.

Addresses ending in an ODD number may water on Monday, Wednesday, and Saturday



Water Utilities



Building Division



General Building Questions

Call: 941-575-3324 or
Email: buildingdept@pgorda.us

Contractor Inquiries: Prior to signing a contract, contact our office. We will confirm if a contractor is registered to work in the City of Punta Gorda, check for current insurance certificates, and provide information on verified complaints or violations.

Contractor Complaints: The Building Division investigates complaints filed by citizens against contractors who are registered in the City of Punta Gorda. If unable to resolve the complaint, it is placed on the agenda before the City of Punta Gorda Building Board. In this arena, both parties can state their cases and the Board determines the final outcome based on that testimony.

House Bill 1367: House Bill 1367 allows for owners of commercial buildings to act as their own contractor, providing that they will be occupying the building (not renting or leasing it) and construction costs do not exceed \$75,000.00 in valuation. Prior to this bill, commercial owner/builders were limited to construction valuations being \$25,000.00 or less.

Courtesy Inspections: If you are contemplating purchasing or leasing an existing building for your business we conduct a preliminary inspection at your request. We will inspect the building for any building code deficiencies including any ADA issues. There is no fee for this service.

Docks and Boatlifts: Permit application for docks and boatlifts is through the Building Division with the exception of those instances that require special permitting (applications that do not comply with the ordinance for docks and lifts) which are handled through the Engineering Division of the Public Works Department.



Contractor Jobsite Reminders

- ⇒ Erosion controls (slit screens) must be in place at the start of construction and maintained until completion of the project
- ⇒ Dumpsters must be in place from day one and emptied regularly
- ⇒ You will be responsible for repairing any damage to sidewalks fronting the property (including any adjacent vacant lots) prior to the final inspection
- ⇒ Any adjacent vacant lots used for staging or parking must also be restored prior to final inspection
- ⇒ Streets and sidewalks must be kept broom clean on a daily basis

The Building Division processes all paperwork for contractors' licensing and insurance, plans examination, permit applications, and related field inspections.

Web site features include:

- ⇒ **Fee Schedule** - This guide provides costs of permits and other services performed by the Building Division.
- ⇒ **Permits on Line** - This provides access to permits, permit applications and inspections on job sites. You can follow the process of your permits from application stage to final inspection approval. This is found on the City's website at www.pgorda.us under "Services" tab.
- ⇒ **Building Forms** - Here you can print out permit applications, contractor registration forms, construction hours variance requests, and notices of commencement (required for air conditioning work valued at over \$7500.00 and all other permitted work valued at over \$2500.00). You can also print out complete building packages for new construction.
- ⇒ **Flood Protection Facts and Information** - Information on flood protection and the City's activities relating to this can be accessed on the City's website at www.pgorda.us under "Residents" tab.



Fire Department

Permitting

Separate permits and inspections for the following type of work will be done through the Punta Gorda Fire Department.

- Addition to fire sprinkler
- Addition to fire standpipe system
- Alteration natural gas piping
- Extinguisher systems and alterations
- Fire alarm systems and alterations
- Fire mains and hydrants
- Fire service mains
- Fire sprinklers and hydrants
- Install duct for LP appliance
- Install LP piping
- New exhaust hoods and repairs
- New fire sprinkler system
- New fire standpipe system
- New fuel storage tanks
- New LP tank (Aboveground)
- New LP tank (Underground)
- New natural gas installation
- Remove underground storage tank
- Repair fire sprinkler system
- Repair fire standpipe system
- Replace gasoline dispenser
- Replace gasoline tanks
- Tent

The above referenced work will be permitted separately from any other issued permit at the same address. **Qualifiers and the Business they are qualifying must be licensed with the city prior to doing work in the city including all requirements being up to date.** To do this you must contact the Building Division at 941-575-3324.

The application shall have all information filled in and correct. The value of work must be on the application for the application to be processed. **THE QUALIFIER ONLY MUST SIGN THE PERMIT.** The application will be accepted if all required documentation is attached, a permit number will be assigned and the Fire Marshal or designee will perform a plan review. The business will be contacted by Fire Department personnel when the permit is ready to be picked up for corrections or payment.

Tent Permits

A tent permit will not be issued without an Event permit being on file. This permit shall include the tent(s) setup and break down date and the nature or title of your event. A site plan, showing the placement of the tents, is required to be attached to the application along with a copy of the tent's flame retardant certificate.

You may complete Fire permits form online. Print it out, affix a signature and drop it off with any associated documentation at the City of Punta Gorda Fire Department, 1410 Tamiami Trail, Punta Gorda, FL or Building Division 126 Harvey Street, Putna gorda

Inspections

All inspections for Fire permits require a minimum of 24-hours advance notice. A specific date and time can be requested and will be accommodated if at all possible. Please call 941-575-5529. All fire inspections related to a construction/building permit such as tenant walls, fire stopping, etc. should be called into the Building Dept. @ 941-575-3327.

ANNUAL INSPECTIONS:

Contact: Fire Administration @ 941-575-5529 or
e-mail pgfire@pgorda.us



Business types required to have an Annual inspection:

- | | |
|-------------------------------------------------------------------|--------------------------------------------------|
| ⇒ Assisted Living Facilities | ⇒ Gas Stations or Auto Repair shops |
| ⇒ Banks | ⇒ Government Facilities |
| ⇒ Country Clubs | ⇒ Medical Institutions |
| ⇒ Educational Facilities (public and private) | ⇒ Nursing Facilities |
| ⇒ Retail | ⇒ Restaurants |
| ⇒ Multi Family complexes consisting of three or more living units | ⇒ A facility where a group or individuals gather |

An application to the City Clerk's office for a Business Tax initiates the first inspection by the Fire Department, and provides them with the information to set up a record of the business' information and schedule inspections to follow. Inspections will be automatic every year thereafter.

Annual inspections are a requirement of NFPA 101 which was adopted by City Ordinance. Annual inspections consist of an inspection of a facility for compliance with Life Safety Codes (fire codes). Example: Exit signs working order and placement, extinguisher location and proof of a yearly inspection by a licensed company for fire protection systems, and assuring all egress areas are open and not used for storage. Many of these inspections will be done by your local firefighters who have gone through special training called In-Service Inspection. All state licensed facilities such as schools, hospitals, nursing facilities etc. are required to be done by a licensed Fire Inspector. An appointment will need to be made for these facilities or any facility that is not open every day during regular business hours between 8:00 am and 4:30 pm. Please contact the business office at (941) 575-5529 to make arrangements.

Demonstrations consist of teaching your employees how to use a Fire Extinguisher with live fire. Performing a fire drill and providing help in exiting your facility in a safe timely manner; or what to do during an emergency, whether it is medical, fire or severe weather situations.

Education is provided through station tours, bringing the fire apparatus to a school or day-care, or business if requested. Our function is also to respond to requests to speaking engagements at association functions. Another source for public education is during a time when fire personnel are mobile in your community. Feel free to check out the apparatus, ask a question or just chat with the firefighter.

Any of the referenced education and more can be requested and scheduled through the contact number of 941-575-5529.

Police Department

Services for City Business

We offer many services to our business community. For more information on any of these programs, contact Lieutenant Katie Heck at 941- 575-5525.

Crime Prevention Through Environmental Design (CPTED) - For existing buildings or new construction, we can provide a CPTED review. This includes tree and plant locations, lighting of the exterior of the building and parking lots as well as traffic impacts and possible pedestrian issues.

NightWatch Program: Our patrol officers check your business at night for any sign of a crime. During that check, they also look for any lights that may be out, damage to your facility, overgrown landscape or anything else that could cause an opportunistic criminal to take advantage. A small card will be left at your business with our findings so you have the information.

Cameras and Alarms: Aside from our patrol officers responding to alarms, we can take an active role in assisting your business with the selection of security cameras. Our detective can come to your business and share our expertise.

Unwanted Guests: If you are having issues with a patron or ex-employee, we can offer options to solve any issues you may be experiencing ranging from trespassing an individual, standing-by during a confrontational termination, etc. If you are experiencing any of these issues, you are encouraged to call our direct number at 941- 639-4111.

Public Education: The police department offers a number of public education opportunities, to include the following:

- ⇒ Police Department tours
- ⇒ Bringing a patrol car to a school, daycare or business if requested.
- ⇒ Through community donations, the department has retro-fitted a trailer as an interactive center for youth. This allows them to play video games, watch safety-related movies and a host of other things.
- ⇒ Speaking engagements at your place of business, association or community forums
- ⇒ Canine demonstrations at home owners associations, community events, etc.

To take advantage of these public education opportunities, contact Lieutenant Katie Heck at 941- 575-5525.



Coffee with the Chief: The Chief of Police holds a monthly sit down with the community in a relaxed environment over coffee to discuss any topic. The meeting typically starts with an overview of happenings around town and then attendees bring up any questions or concerns they have to be discussed. The meetings are held the first Tuesday of each month at 9:30 a.m. at different business locations. To find out where the next one is, you can call the police department or visit our Facebook page.

Event Planning

Contact Captain Jeff Woodard at 941-575-5533

If you would like a review of your proposed event prior to the Development Review Committee meeting to ensure that all requirements have been met, you can do so by contacting Captain Jeff Woodard. The police department is able to assist in the following areas:

- ⇒ General event security, dignitary protection and/or overnight security;
- ⇒ Requirements of alcohol permits or business extensions;
- ⇒ Requirements for maintenance of traffic plans, road closures, parking, etc.; and
- ⇒ Escorts to and from the event, if applicable

CONNECTING WITH YOUR POLICE DEPARTMENT

Telephone: In an emergency call 911. In a non-emergency, you can call our main number at 941- 639-4111.

Website: www.puntagordapolice.com. Aside from an abundance of information about our department and the services we offer, our website offers many ways to connect, let us know about a traffic issue, a marine-related issue, as well as a contact list for all of our personnel.

An additional means of neighborhood-specific information dissemination is done through www.Nextdoor.com. This website is used by many members of the community to communicate with the each other as well as the police department.

Social Media: You can 'Like' us and 'Follow' us to get instant information about what is going on in your community through the following social media outlets:



Facebook: www.facebook.com/pgpdfl/

Twitter: @PGPDFL

Instagram: @PGPDFL



Email: You can email any member of the department directly. For a list of emails for agency members you can visit our website at www.puntagordapolice.com.

CodeRed: CodeRed is a free service where the police department will call registered numbers and provide free information in case of an emergency or other public safety concern (examples include weather-related events, crime information, missing persons information, if a sex offenders moves into your neighborhood, etc.) You can sign up for CodeRed at <http://www.ci.punta-gorda.fl.us/services/public-safety/code-red-emergency-notification>



CITY OF PUNTA GORDA
POLICE

A Florida Accredited **EXCELSIOR AGENCY**

1410 Tamiami Trail
Punta Gorda, FL 33950
941-639-4111
www.puntagordapolice.com

Procurement Division

Mariam H Pace, CPPO, CPPB, FCCM
Procurement Manager

**Procurement.
It's Everywhere.**

General Procurement Questions

Call: 941-575-3666
Email: pgpurchase@pgorda.us

Procurement is a division of the Finance Department. The following information about Procurement is provided on the Procurement Main Page, which can be accessed under the City Website <http://www.ci.punta-gorda.fl.us/government/procurement>.



CITY OF
PUNTA GORDA
FLORIDA

Procurement Division

A Vendor's Guide to Doing
Business with the City

City Hall Annex
126 Harvey St. - 2nd Floor
Punta Gorda, FL 33950
8:00 a.m. - 4:30 p.m.
Phone: (941) 575-3366
Fax: (941) 575-3340
pgpurchase@pgorda.us

Procurement Mission Statement

Promote and maintain high ethical values and purchasing practices that are in accordance with the State Statutes and City ordinances, which include:

- Acquisition of goods and services in an efficient and effective manner
- Expending public dollars in a way that instills public trust in the City's Procurement System.

Vendor Guide: This guide provides a summary of the City's Procurement Policy, procedures and other helpful information.

Procurement Policy: The Procurement Policy governs the City's Purchasing, Construction, Professional Contracts and Surplus Activities.

CITY OF PUNTA GORDA
PROCUREMENT DIVISION



PROCUREMENT POLICY

PROCUREMENT DIVISION - MISSION STATEMENT
Promote and maintain high ethical values and purchasing practices that are in accordance with the Florida Statutes and City Ordinances, which include:
• Acquisition of goods and services in an efficient and effective manner.
• Expending public dollars in a way that instills public trust in the City's Procurement System.

Version 2 - June 6, 2012
Original Adoption June 20, 2005

eProcurement System

Procurement Login Page: Vendor Registration/login page for the eProcurement system. After registering, vendors may view/respond to current solicitations and view previous solicitations. The eProcurement Website may also be accessed under www.pgorda.com.

This system offers:

- ⇒ FREE vendor registration and vendor record management
- ⇒ AUTOMATIC notification of solicitation releases based on vendor's registered classifications
- ⇒ ACCESS to posted solicitations
- ⇒ AUTOMATIC notification of addenda release to those vendor who have downloaded the solicitation
- ⇒ MONITORING of post opening solicitation events inclusive of award



Welcome to Punta Gorda Bids and Contracts!

Need to register?

[Supplier Registration](#)

User Name:

Password:

[Forgot your User Name/Password?](#)

City of Punta Gorda
[Current Bid Opportunities](#)
[Closed Bid Opportunities](#)
[Inactive Contracts](#)

[Awarded Bid Information](#)
[Non Awarded Bid Information](#)
[Active Contracts](#)

Surplus Info

The City utilizes an Internet Governmental Auction Site, www.publicsurplus.com, to dispose of equipment and materials that are deemed surplus or obsolete to the City's needs.

Disaster Assistance

The City's Disaster Assistance Program is used in the event of an emergency, which would require outside assistance. Outside support would be required in less than twelve (12) hours after notification.

Frequently Asked Questions

How do I get on the City's vendor list for providing commodities and services?

- ⇒ Vendors may register to provide services and commodities on the City's eProcurement website www.pgorda.com. This system is available to vendors at no charge. Vendors are responsible for updating their record with current information.

Does the City of Punta Gorda perform purchasing activities for all of Charlotte County?

- ⇒ No, Charlotte County has its own Purchasing Department; they may be reached at (941) 743-1378. Punta Gorda is the only municipality located in Charlotte County.

What bids/RFP/quotation are currently being solicited?

- ⇒ Vendors may obtain current bid/RFP/quotation information on the City's eProcurement website.

Who do you call for invoice and payment information?

- ⇒ Contact the City's Finance Department at 941-575-3318 for all invoice and payment information.

Additional Questions for the Procurement Division may be emailed to pgpurch@pgorda.us or vendors may call Connie Hayes, Vendor Liaison at (941) 575-3349 for assistance with the eProcurement website.

Questions regarding a specific solicitation shall be directed only to the contact that is named in the solicitation.

Procurement Seminars

Procurement periodically schedules seminars to demonstrate the City's eProcurement system and educate vendors on the City's competitive solicitation process. When a seminar is scheduled, the date and time will be posted on the Procurement Main Page.

Public Works Department

The Public Works Department is made up of seven divisions under the direction of the Public Works Director. The seven divisions are as follows:

- ⇒ Administration
- ⇒ Engineering
- ⇒ Canal Maintenance
- ⇒ Facilities; Parks & Grounds
- ⇒ Right of Way Maintenance
- ⇒ Sanitation

The Engineering Division is associated with review and processing City Storm Water Permits and Waterway Construction Special Permits.



TO APPLY FOR A CITY STORMWATER PERMIT APPLICATION:

Contact: Linda Sposito, Senior Project Manager 941-575-5060 or e-mail lsposito@pgorda.us

1. Application with four sets of signed and sealed drawings by Engineer of Record
2. Written staff report prior to DRC meeting including comments
3. Approved plans are reviewed and returned to the applicant
4. Project is monitored for compliance during construction phase

Two sets of record drawings to be submitted prior to certificate of occupancy

Stormwater Permit applications can be found on the City's website www.pgorda.us as part of the DRC Application. Select I Want To, Apply For, DRC – New Development.

TO CONSTRUCT A DOCK OR (SPECIAL PERMIT) BOAT LIFT:

Contact: Bob Nikula, Project Manager 941-575-5063 or e-mail bnikula@pgorda.us

1. Application meeting with Public Works suggested
2. Application, drawings and \$450.00 application fee submitted
3. Advertised by City Clerk 15 Days (minimum) prior to Public Hearing date
4. Recommendations to PGI or BSI Canal Advisory Committees
5. If denied by Canal Advisory Committee, City Council to vote/review 30 days following Canal Advisory meeting

Drawings and attachments are forwarded to Building Department for permitting

Special Permit applications can be found on the City's website, www.pgorda.us. Select I Want To, Apply For, Special Permits for Dock Construction.



Arranging for Solid Waste Collection Service

Call: 941-575-5050
Email: publicworks@pgorda.us

The Sanitation/Refuse Collection Division collects refuse, yard waste and white goods from approximately 12,000 residential and commercial accounts each month.

Arranging for Solid Waste Collection Service

Contact: Public Works Administration @ 941-575-5050 or e-mail pubworks@pgorda.us

1. Provide the address of your business.
 - ⇒ This will allow City staff to check to see if service is already in place for this location.
 - ⇒ Any changes or corrections for names, billing addresses, etc., must be handled by the Billing and Collection Division of the Finance Department.
2. We will discuss your needs to determine the best type of service for your company.
3. If you decide on using a dumpster for your refuse removal, staff will determine if the property has sufficient room for a dumpster, and room for the truck to access the dumpster in a safe manner.
 - ⇒ Staff will give you the phone number for the companies that sell dumpsters. At this time, the customer owns their own dumpster.
4. Staff will then discuss:
 - ⇒ The appropriate size dumpster for your needs and the frequency of collections
 - ⇒ Service can be provided once per week, or up to six times per week.
 - ⇒ The monthly billing is determined by the size of the dumpster and the number of weekly collections.
5. If your business does not generate enough waste to warrant using a dumpster, staff can discuss the use of cans or bags for your refuse collection service. (Again, the monthly billing is determined by the number of cans/bags to be collected each week and the number of collections each week.)
6. Per City Code, Chapter 10, if a commercial building is occupied or vacant, a minimum monthly charge of \$23.45 will be billed to that account. Once a collection service has been established, only the charge for that service will be billed.

Fair Share Building Impact Fees

- ⇒ Fair Share Impact fees are collected for new development as well as new businesses in existing developments that trigger a change in use that creates more traffic than the prior use.
- ⇒ Fair Share Impact fees are calculated per square foot of air-conditioned space.
- ⇒ Fair Share Impact fees are collected for both City of Punta Gorda and Charlotte County.
- ⇒ Some examples are given in the table below (does not include water & sewer impact fees)
- ⇒ for a comprehensive list, contact Lisa Hannon (941)575-3314 or lhannon@pgorda.us.

*Water Impact fees are processed through
Billing and Collections 941-639-2528*



Use	Developed within the City of Punta Gorda	*Charlotte Co portion developed within the City of Punta Gorda (per living unit)	Total Due for development in the City
Single Family Detached (City is based on sf under a/c) (basing on 2500 sf under a/c)	\$1,273.00	\$1,783.67	\$3,056.67
Multi-family per living unit	\$483.00	\$1,067.12	\$1,550.12
Retail per square feet (basing on 5000 sf)	\$3,850.00	\$13,051.95	\$16,901.95
General Office per square feet (basing on 5000 sf)	\$1,650.00	\$8,362.95	\$10,012.95
Medical Office per square feet (basing on 5000 sf)	\$1,650.00	\$9,235.30	\$10,885.30
Restaurant (quality) per square feet (basing on 5000 sf)	\$3,850.00	\$33,736.45	\$37,586.45

Zoning & Code Compliance Division

Zoning takes pride in providing supportive information and timely reviews to assist property owners and applicants through the City's planning and permitting processes as we plan for and ensure that the City's natural and built environments adhere to the community's vision as expressed in our Land Development Regulations, City Code of Ordinances, Comprehensive Plan, and other planning documents

Signage - (Lisa Hannon (941)575-3314 or lhannon@pgorda.us)

Sign permitting: Business signage will require a zoning permit. Examples are awning signs, changeable copy signs, directory signs, façade signs, ground signs, menu boards, wall signs. If the location has been designated as 'historic', a Certificate of Appropriateness is required for Historic approval.

Portable Signs: Permitted in all commercial zoning districts for commercial uses

- ⇒ All businesses located in any commercial zoning district may have one (1) portable sign located outside of the business after obtaining a no-charge sign permit for such sign. The sign is permitted to be displayed only during the business hours of operation specified on the issued sign permit. Any business located on the corner of two public streets is permitted to have a portable sign on each street side of the business.
- ⇒ The sign face area shall be of dimensions not to exceed twenty-four (24) inches in width and forty-eight (48) inches in height. The sign together with its frame, including wheels, frames and handles shall not exceed thirty (30) inches in width and forty-eight (48) inches in height as measured from finished grade.
- ⇒ Portable sign design shall be any professionally manufactured sign that meets the sign dimension and weight requirements as outlined herein such as, but not limited to, an 'A' frame sign, a portable chalkboard or whiteboard, a sign on a weighted stand, a 'spring' design or 'swinger' design. Corrugated plastic board with wire posts is not permitted to be used. Any sign that is designed to spin, twirl or rotate in the wind is prohibited.

Local Business Tax Receipts (LBT) f/k/a Occupational License

(Lisa Hannon 941-575-3314 or lhannon@pgorda.us)

- ⇒ Required for all businesses per Chapter 12. The zoning designation of any property determines where types of uses of land may occur. Prior to signing any leases or purchasing property for a business, please check the zoning to ensure the use will be permitted.

Special Events – (Lisa Hannon (941)575-3314 or lhannon@pgorda.us)

- ⇒ The City of Punta Gorda’s Urban Design Division oversees the processing of applications to hold public events in City parks (e.g. Laishley, Gilchrist and Ponce de Leon Parks), on City rights-of-way (e.g. walk-a-thons, parades, etc.), and on all other City-owned property, as well as large events that are advertised publicly to be held on private property.

Business Events, Promotions, Grand Opening Events Permits – Contact (Jen Daumann at (941)575 3352 or jdaumann@pgorda.us)

- ⇒ A Business Event is defined as a special outside exhibition or activity on the exterior of a business’ premises or on a public sidewalk directly abutting the business’ premises. Activities such as, but not limited to, the use of a **temporary tent, live music, ribbon cuttings, raffles and live radio promotions are considered to be a Business Event.**
- ⇒ A Business Promotion is a marketing promotion for a business for sales items or advertising specials. Business Promotions are permitted in all commercially zoned districts.
- ⇒ Grand Opening Events are permitted for any new or relocated business in the City. A Grand Opening Event is an event to allow potential clients and customers know that a new business has opened or relocated.
- ⇒ Temporary Promotional Event means an inside or outside exhibition, community breakfast, craft fair, vacation bible school, sale or similar activity. Temporary Promotional Event permit may be issued for non-residential uses located in residential zoning districts, such as but not limited to churches, private clubs and golf courses.

Zoning regulates the location, height and size of buildings and structures on property in the City of Punta Gorda and enforces zoning regulations to protect the health, safety and well-being of all who live and work in the City. Zoning activities are guided by the City’s Land Development Regulation (LDR) and the City Code of Ordinance.

Additionally, Zoning applications or requests:

- ⇒ Zoning Changes
- ⇒ DRC (New Development Review)
- ⇒ Subdivision Requests or Lot Splits
- ⇒ Special Exceptions
- ⇒ Outdoor Dining and Doggie Dining applications
- ⇒ Variances
- ⇒ Technical Site plan review
- ⇒ Building Permit Zoning Compliance Review
- ⇒ Occupation of Easement or Right-of-way
- ⇒ Temporary Use Permits

Addressing

Contact: Lisa Hannon @ 941-575-3314 or e-mail lhannon@pgorda.us

To request or change an address:

1. Provide the legal description - (Block, Lot, Sub) and/or Parcel ID number for the property in question.
2. A small site plan showing the placement of the house and driveway must be provided. This can either be faxed to 941-575-3356 or e-mailed to lhannon@pgorda.us or delivered to Lisa at the City Hall Annex, 126 Harvey Street, Punta Gorda, Fl 33950.
3. Single Family:

⇒ If there is an existing address for a single lot that address will be immediately given to the requestor.

Commercial & Multi-Family

⇒ A site plan showing the layout of the project including the number of units, number of floors, whether it is first floor parking or outside parking, and the number of buildings must be provided. The unit assignment will most times be done at a later date or provided at Development Plan Review upon submittal of the DRC application

4. If there is not an existing address or if the house will cover more than one lot, research between city and county records will be conducted before an address is assigned. The address will be assigned according to City Ordinance and the existing flow of numbering. This process may take up to one week.
5. A letter will be issued to the requestor, the Post Office, FPL, Comcast, Sprint, Embarq, Centurylink, 911, Charlotte County Property Appraiser, and the City Utility Billing Division. Once this is done this address has now become the official address for the site. No other address will be recognized by the referenced entities and service to the previous address will not take place.
6. A split or combine of the property in question must be done first through the City of Punta Gorda Zoning Department. A lot split application is required to ensure that all lots are conforming to minimum lot size requirements, and if there are any existing structures, a split will not create any non-conformity. Once the split or combine is approved by the City of Punta Gorda, the next step is for the property owner to contact Charlotte County Property Appraisers Office in Murdock. This process can take up to a month. Your new parcel that has occurred from the split or combine will be given a new property identification number by the Property Appraisers Office. A lot subdivision cannot be submitted to the Charlotte County Property Appraiser's office until the proposed subdivision is approved by Zoning.
7. All addressing issues happening within the city limits must go through the Punta Gorda Zoning Division.



Finding it on the Web

Web Site Address - www.pgorda.us

The screenshot shows the Punta Gorda website homepage. At the top, the logo reads "PUNTA GORDA It's Happening On The Harbor®". To the right, there is a weather widget showing "77° Mostly Cloudy", a font size selector, and a "Translate" button. Below the logo is a navigation menu with links for "Home", "About", "Government", "Services", "Residents", "Visitors", and "I Want to...". The "Government" and "I Want to..." links are circled in yellow. Below the navigation is a large banner image of a pier over water at sunset. The main content area is divided into several sections: "Meetings & Events" with a calendar listing events from January 16th to 20th; "in the SPOTLIGHT" featuring "Gilchrist Park" renovations; "Latest News" with articles about the Martin Luther King holiday, swale improvements, and new police canines; and a vertical sidebar of service links including "CAREER OPPORTUNITIES", "DOCUMENTS & RECORDS", "MAKE A PAYMENT" (circled in yellow), "PERMITS & APPLICATIONS", "RECREATION & LEISURE", and "REPORT A PROBLEM".

Government will give you a list of all City Departments

Services

will give you a list of all the on-line service offered by the City.

I Want to ...

will give you a list of the quick links to applications, reports, payments, etc.

Permits & Applications

will give you a list of all on line permits

Who to Contact ...

Billing & Collections

Utility Impact Fees 941-639-2528 pgcollections@pgorda.us
Utility Billing Inquiry
Address Change /Cancellation of Service
New Service

Building

Building General Questions 941-575-3324 buildingdept@pgorda.us
Contractor Licensing

City Clerk

Local Business Tax Receipts 941-575-3369 pgclerk@pgorda.us

City Manager's Office

941-575-3302 citymgr@pgorda.us

Fire Department

Annual Business Inspections 941-575-5529 pgfire@pgorda.us
Inspections-Fire Permits Only

Police

Non-Emergency 941-639-4111 puntagordapolice@pgorda.us

Procurement

Vendor Information 941-575-3366 pgpurch@pgorda.us
eProcurement System
Punta Gorda Bids & Contacts punta-gorda@customer.ionwave.net

Public Works

Canal Maintenance 941-575-5050 pubworks@pgorda.us
Engineering
Right of Way
Parks & Grounds
Sanitation

Sanitation

Solid Waste Collection 941-575-5050 pubworks@pgorda.us

Urban Design

Planning & Development 941-575-3314 urbandesign@pgorda.us
Design Studio

Utilities

Water/Sewer Issues 941-575-3339 utility@pgorda.us
Utility Engineering/ Plan Review
Meter Installation

Zoning & Code Compliance

Zoning 941-575-3352 zoning@pgorda.us
Sign Permitting pgcode@pgorda.us
Business Events
Impact Fees
Addressing