

CITY OF TARPON SPRINGS, FLORIDA
Development Services Department

Building Permit Submittal Checklist

IS YOUR BUILDING PERMIT APPLICATION COMPLETE? SAVE TIME AND MONEY - USE THIS CHECKLIST TO BE SURE

1. Building Permit Application

A completed Building Permit Application bearing the notarized signature of the property owner and contractor. If the contractor signs the application as an agent for the owner then a copy of the contract or agreement for the work bearing the property owner's signature is also required.

2. Surveys

Three (3) for residential and five (5) for commercial boundary surveys of the property signed and sealed by a professional surveyor and mapper, licensed to practice in the State of Florida. Surveys must include the following:

- * Complete legal description, plus easements, encroachments, existing structures and rights-of-way affecting the property.
- * Name, location and width of existing or platted streets and street rights-of-way within or contiguous to the site.
- * Total site area (upland and submerged) with the limits of any jurisdictional wetlands and mean high water (MHW) levels clearly identified.
- * Elevations with datum including; all four (4) corners of property, center of property, and crown of the adjacent roadway(s).
- * FEMA Flood Zone and Base Flood Elevation (BFE).

3. Site / Plot Plans

Three (3) for residential and five (5) for commercial site or plot plans must include the following:

- * Location of proposed building or addition.
- * Proposed front, rear and side yard setbacks indicated.
- * Location of proposed driveways and sidewalks.
- * Proposed drainage plan.
- * Proposed lowest floor elevation (LFE) of building or addition.

4. Construction Drawings for Site Work

Three (3) for residential and five (5) for commercial sets of site work drawings. As a general rule site work plans should include the following:

- | | |
|-------------------------------------|---------------------------------------|
| * Site plan and data | * Typical details and sections |
| * Paving, grading and drainage plan | * Sanitary sewer profiles and details |
| * Site utility plan | * Water system and details |
| * Access connection plan | * Storm drainage profiles and details |

5. Construction Drawings for Buildings or Structures

Three (3) for residential and five (5) for commercial sets of building construction drawings. Residential and non-residential construction drawings, at a minimum shall include the following:

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|---------------------------|---------------------------|
| * Foundation plan | * All exterior elevations |
| * Floor plan | * Electrical plan |
| * Floor/roof framing plan | * Mechanical plan |
| * Typical wall section(s) | * Square footage table |
| * Connector tables | * Wind load requirements |
| * Roof plan | * Details (as necessary) |

6. Tree Survey & Tree Removal

A tree survey is required for all new construction. Tree surveys shall mean:

* An aerial photograph or drawing to scale (one inch equals 100 feet or smaller ratio) which must be easily legible and provides the following information plotted by accurate techniques:

- (a) Location of all trees protected under the provisions of §§ 133.00 through 133.10 of City codes;
- (b) Common names of all trees; and
- (c) Diameter breast height (DBH) of each tree.

A completed Tree Removal Permit Application if you plan to remove trees.

If you do not plan to remove trees, then submit a "No Tree Removal Verification" or "No Tree Verification" form.

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7. Energy Efficiency Code Forms

- The applicable energy efficiency code forms. Forms must be complete and signed.

8. Letters of Approval

- Letters of Approval from the Board of Adjustment (BOA) and/or the Heritage Preservation Board (HPB), as applicable.

9. Notice of Commencement

- If the job value is greater than \$2,500, a certified copy of the recorded Notice of Commencement.

10. On-Site Sewage Disposal Systems (Septic Tanks)

- If public sewer service is not available to the property, a copy of the approved On-Site Sewage Disposal Systems (OSDS) permit and plans from the Pinellas County Health Department (PCHD).

11. Threshold Buildings

- The structural inspection plan prepared by the engineer or architect of record.

12. Substantial Improvement / Damage Review for Existing Structures

If you plan to improve or repair an existing structure that is located within an AE or VE Flood Zone please submit the following:

- A survey and/or an elevation certificate indicating the LFE of the existing structure;

* If the LFE, electrical, plumbing and mechanical equipment are at or above the BFE, the building can be repaired or improved without further modifications.

- If the LFE, electrical, plumbing and mechanical equipment are below the BFE, then submit an application for Substantial Improvement / Damage Review.

13. Licensure Required

- Only licensed contractors may be issued permits except as indicted below. All contractors and sub-contractors must be appropriately licensed by DBPR and/or PCCLB. This office must verify the license(s).

* There is a \$5.00 fee per license for verification.

* If an agent of the license holder is making application for any permit, a letter dated and bearing the notarized signature of the license holder authorizing said agent to act for him/her is required.

14. Subcontractor Permits

- Separate permits are required for electrical, mechanical, plumbing, gas, site work, interior fire sprinklers, etc. Sub-contractors or their duly authorized agents must pull their own permits and request their own inspections.

15. Owner / Builder Permits

- Chapter 75-489, Laws of Florida, allows owners of residential property to act as their own contractor when building or improving one or two-family dwellings for the occupancy of such owners and not offered for sale or lease. All owner/builder applicants must submit the "Disclosure Statement".

16. Commercial Construction by Property Owners

- Chapter 75-489, Laws of Florida, prohibits the issuance of building permits to commercial property owners. Licensed contractors must perform commercial construction activities.