APPLICATION FOR PERMIT:

Complete sets of plans to include:

- Four Elevations
- Typical Wall Section
- Electrical Layout
- Plumbing Isometric
- Mechanical Layout
- Florida Energy Code Form
- Lot Survey
- Total Square Footage Under Roof
- Plot Diagram Showing Location of Construction on Lot:

  All setbacks including sides, rear and front yards must be shown, impact fees, if applicable, tree removal permit, if applicable, land alteration permit if applicable, water and sewer development fees if applicable.

Water and Sewer Location Must be shown on the Plot Plan.

Property line locations, designation of driveway, driveway dimensions including the edge of pavement where the driveway meets the existing grade of the road must be included. (see driveway detail sheet)

Completed Permit Application:

1) **RESIDENTIAL PERMITS:** Requires **TWO** complete sets of plans; Which **MUST** have wind load information, detailed engineered drawings and calculation signed and sealed by an appropriately licensed Engineer or Architect, or detailed drawings and worksheets in conformance with the Standard for Hurricane Resistant Residential Construction SSTD 10-97, as promulgated by the Southern Building Code Congress Int’l.

2) **COMMERCIAL BUILDING PERMITS:** Requires **THREE** complete sealed sets of plans and **ONE** sealed set of landscape, parking, overall site plan, etc. **FIRE SPRINKLER PLANS MUST BE SUBMITTED AND APPROVED BEFORE BUILDING PERMIT CAN BE ISSUED.**

3) **PLAN REVIEW FEE OF ONE-HALF OF THE BUILDING PERMIT FEE SHALL BE PAID WHEN PLANS ARE SUBMITTED FOR PLAN REVIEW WHEN CONSTRUCTION COST EXCEEDS $1,000.00. ENGINEERING DEPARTMENT PLAN REVIEW FEE $25.00, RESIDENTIAL AND COMMERCIAL, PLANNING AND ZONING PLAN REVIEW FEE $20.00, RESIDENTIAL AND COMMERCIAL, FIRE DEPARTMENT LIFE SAFETY PLAN REVIEW $20.00, COMMERCIAL ONLY.**

4) Contractor’s License, Hillsborough County Bond and Workers Compensation required if not the owner.

5) Examination of residential plans requires a minimum of one week; a minimum of two weeks is necessary on commercial plans to include Engineering Department and Planning/Zoning Department review.

6) **PERMIT APPLICANTS SHALL PROVIDE THE BUILDING DEPARTMENT EITHER A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF, PRIOR TO THE FIRST INSPECTION. IN ADDITION, THE APPLICANT SHALL POST A COPY OF THE RECORDED NOTICE OF COMMENCEMENT ON THE PROJECT SITE PRIOR TO THE FIRST INSPECTION. NOTICES OF COMMENCEMENT ARE REQUIRED FOR ALL JOBS VALUED AT $2,500.00 OR MORE AND FORMS MUST BE SIGNED BY THE OWNER. (713.135, FLORIDA STATUTES)**

7) **NO WORK IS TO BEGIN PRIOR TO ISSUANCE OF THE BUILDING PERMIT.** If work has begun prior to permitting, the permit fee will be **THREE (3) TIMES THE PERMIT FEE. SECOND OFFENSE WITHIN A PERIOD OF TWELVE MONTHS $500.00 PENALTY, PLUS THREE (3) TIMES THE PERMIT FEE.**

8) All permits, except for single and two family dwellings are required to submit a **Parking Plan** per section 102-1411 thru 1422 and a **Landscaping Plan** per section 102-1371 thru 1382.
DO NOT CALL FOR INSPECTION UNTIL IT IS READY!!
Inspector will have **24 hours** to do the inspection after it is called for.

NO Inspections of any kind will be done when a red tag is pending.

Whenever the Building Official shall reject or refuse to approve the construction (whatever the reason may be), there will be a **REINSPECTION FEE**. ALL BUILDING REINSPECTION FEES - 1st RED TAG $35.00 - 2nd RED TAG FOR SAME OFFENCE $70.00, - 3rd RED TAG FOR SAME OFFENCE $140.00, (4 TIMES 1st RED TAG REINSPECTION FEE). NO WORK IS TO BE DONE UNTIL THE FEE HAS BEEN PAID AND THE INSPECTION CARD IS SIGNED OFF.

THE INSPECTION CARD MUST BE POSTED ON THE JOB AT ALL TIMES UNTIL ALL FINAL INSPECTION’S ARE DONE.

INSPECTIONS MUST BE READY AND CALLED IN THE DAY BEFORE, OR LEAVE ON VOICE MAIL THE NIGHT BEFORE, ALL INSPECTIONS MUST BE CALLED IN BEFORE 8:00 A.M. ON THE DAY THE INSPECTION IS TO BE DONE.

**INSPECTION SCHEDULE IS AS FOLLOWS:**

- Foundation (footer)
- Rough-In Plumbing
- Slab -- CERTIFIED FOUNDATION SURVEY REQUIRED IN OFFICE PRIOR TO INSPECTION!!, WHICH SHOWS FINISHED FLOOR ELEVATIONS AS REQUIRED IN PLANT CITY CODE, SECTION'S 121.22, 94-102 AND ALL SETBACKS.
- Lintel
- Roof Nail
- Roof Shingles
- Rough-In Electric
- Rough-In Mechanical
- Tub Set
- Frame
- Sewer
- Insulation
- Dry Wall Nailing
- Final Electric
- Final Mechanical
- Final Plumbing
- Final Building

- Final Fire Department (residential and commercial projects)
- Final Engineering Department (commercial projects and some residential)
- Final Zoning Department (residential and commercial projects)

**REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY:**

**All finals must be signed off.**

2004 Florida Building Code, Section 1816 “TERMITE PROTECTION”: 1816.1 Termite Protection. Termite protection shall be provided by registered termiticides, including soil applied pesticides, baiting systems, and pesticides applied to wood, or other approved methods of termite protection labeled for use as a preventative treatment to new construction. See Section 202, REGISTERED TERMITICIDE. Upon completion of the application of the termite protective treatment, a Certificate of Compliance shall be issued to the building department by the licensed pest control company that contains the following statement: “The building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with rules and laws established by the Florida Department of Agriculture and Consumer Services.”

**NO TECO RELEASES ARE GIVEN UNTIL ALL REQUIREMENTS OF ALL DEPARTMENTS HAVE BEEN MET.**