



CITY OF TARPON SPRINGS, FLORIDA

Development Services Department

Informational Guide to Permitting

TABLE OF CONTENTS

BUILDING CODES ADOPTED	2
WHAT TO BRING WHEN APPLYING FOR A BUILDING PERMIT	2
1. BUILDING PERMIT APPLICATION	2
2. SURVEYS.....	2
3. SITE / PLOT PLANS.....	2
4. CONSTRUCTION DRAWINGS	2
5. TREE SURVEY & TREE REMOVAL	2
6. ENERGY EFFICIENCY CODE FORMS	3
7. LETTERS OF APPROVAL.....	3
8. NOTICE OF COMMENCEMENT	3
9. ON-SITE SEWAGE DISPOSAL SYSTEMS (SEPTIC TANKS).....	3
10. THRESHOLD BUILDINGS	3
11. ADDITIONAL APPROVALS FROM FEDERAL, STATE & COUNTY AGENCIES	3
FLOODPLAIN MANAGEMENT REGULATIONS	3
MINIMUM LOWEST FLOOR ELEVATIONS (LFE).....	3
SUBSTANTIAL IMPROVEMENT / DAMAGE REVIEW FOR EXISTING STRUCTURES	3
WHO CAN PULL PERMITS?	4
LICENSURE REQUIRED.....	4
SUBCONTRACTOR PERMITS	4
OWNER / BUILDER PERMITS.....	4
COMMERCIAL CONSTRUCTION BY PROPERTY OWNERS	4
REQUIREMENTS AFTER PERMIT ISSUANCE	4
REQUIRED INSPECTIONS.....	4
CERTIFICATE OF PROTECTIVE TREATMENT FOR PREVENTION OF TERMITES	4
TIE-IN SURVEYS.....	4
FEMA CERTIFICATIONS.....	4
V-ZONE CONSTRUCTION CERTIFICATION.....	5
CERTIFICATES OF OCCUPANCY	5
PERMIT FEES	5
BUILDING PERMIT FEES	5
ELECTRICAL PERMIT FEES.....	5
MECHANICAL PERMIT FEES.....	6
GAS PERMIT FEES.....	6
FIRE PREVENTION PERMIT FEES	7
PLUMBING PERMIT FEES.....	7
MISCELLANEOUS FEES	7
OTHER DEVELOPMENT FEES	7
TREE REMOVAL PERMIT & INSPECTION FEES.....	7
SEWER & WATER FEES	8
BACKFLOW PREVENTION DEVICES	8
PUBLIC SERVICES IMPACT FEES.....	8
FIRE PROTECTION SURCHARGE IMPACT FEE	8
PINELLAS COUNTY TRANSPORTATION IMPACT FEE.....	8
BUILDING PERMIT SURCHARGE	9
PAYMENT OF FEES	9
PERMIT FEES PAYABLE IN ADVANCE	9
FORM OF PAYMENT	9

BUILDING CODES ADOPTED

The State of Florida has adopted the following minimum building codes for statewide application and enforcement.

- * Florida Building Code-Building, 2007 Edition
- * Florida Building Code-Residential, 2007 Edition
- * Florida Building Code-Plumbing, 2007 Edition
- * Florida Building Code-Mechanical, 2007 Edition
- * Florida Building Code-Fuel Gas, 2007 Edition
- * National Electrical Code NFPA 70, 2008 Edition
- * Florida Fire Prevention Code, 2007 Edition

WHAT TO BRING WHEN APPLYING FOR A BUILDING PERMIT

FOR MOST CONSTRUCTION PROJECTS THE FOLLOWING IS REQUIRED WHEN APPLYING FOR A CITY BUILDING PERMIT.

1. Building Permit Application

A completed Building Permit Application signed by the property owner and contractor.

2. Surveys

Two (2) 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

Two (2) site or plot plans. 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

Two (2) complete sets of construction drawings. Residential and non-residential construction drawings, at a minimum shall include the following:

- | | |
|---------------------------|---------------------------|
| * 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) |

5. 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.

Forms are available on our website.

6. Energy Efficiency Code Forms

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

7. Letters of Approval

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

8. Notice of Commencement

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

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

If public sewer service is not available to the property, On-Site Sewage Disposal Systems (OSDS) may be utilized.

- * On-Site Sewage Disposal Systems are permitted and regulated by the Pinellas County Health Department (PCHD).
- * If you plan to use an OSDS you must first obtain a permit from the PCHD then provide the City with a copy of the approved permit and plans.
- * You should contact the PCHD at (727) 824-6900 for more information.

10. Threshold Buildings

The City will require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to and approved by the building official prior to the issuance of a building permit for the construction of a threshold building. The fee owner of a threshold building shall select and pay all costs of employing a special inspector.

11. Additional Approvals from Federal, State & County Agencies

The following additional approvals, as applicable:

- * Wetlands Impact/Utilization: A copy of the approved U. S. Army Corps of Engineers (USACE) permit.
- * NPDES Permit: A copy of the FDEP Notice of Intent (NOI) for projects that disturb equal to or greater than one (1) acre.
- * Storm Water Management: A copy of the Southwest Florida Water Management District (SWFWMD) approved permit or permit exemption.
- * Sanitary Sewer System: A copy of the Florida Department of Environmental Protection (FDEP) approved permit.
- * Potable Water System: A copy of the Florida Department of Environmental Protection (FDEP) approved permit.
- * Driveways/Sidewalks/Improvements on County or State Roads: A copy of the approved right-of-way utilization permit from Pinellas County and/or the Florida Department of Transportation (FDOT).
- * Gopher Tortoise Relocation or Removal: A copy of the Florida Fish and Wildlife Conservation Commission (FWC) approved relocation or incidental take permit.

FLOODPLAIN MANAGEMENT REGULATIONS

Minimum Lowest Floor Elevations (LFE)

The City's floodplain management regulations require that new construction or substantially improved or substantially damaged existing buildings must comply with the following:

- * Residential structures in AE Zones must have their lowest floor elevated to or above the Base Flood Elevation (BFE).
- * Non-residential structures in AE Zones must have their lowest floor elevated to or above the BFE or they can be dry-floodproofed to or above the BFE.
- * In VE Zones, the building must be elevated on piles and columns and the bottom of the lowest horizontal structural member of the lowest floor must be elevated to or above the BFE.
- * In X Zones, no BFE's are shown. In general, the lowest floor must be at least 1.5' (18") above the highest elevation of the adjacent roadway unless otherwise approved by the City.

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 indicating the LFE of the existing structure and/or an elevation certificate.

- * 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 the following will apply:
 - Cost of repairs, reconstruction, alteration or improvements shall not equal or exceed 50% of the market value of the structure, excluding the property and accessory structures. This is commonly known as the “50% Rule.”
 - Detailed construction cost documentation, a certified appraisal, and appropriate affidavits must be submitted with an application for Substantial Improvement / Damage Review. Applications are available on our website.

WHO CAN PULL PERMITS?

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.

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.

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” provided by this office.

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.

REQUIREMENTS AFTER PERMIT ISSUANCE

Required Inspections

A complete list of required inspections is available on our website or will be provided upon request. Please be advised that it is the permits holder’s responsibility to request inspections.

Certificate of Protective Treatment for Prevention of Termites

A weather resistant jobsite posting board shall be provided to receive duplicate Treatment Certificates as each required protective treatment is completed, providing a copy for the person the permit is issued to and another copy for the building permit files.

Tie-In Surveys

Tie-in surveys are required on all new construction and additions prior to receiving a framing inspection. The tie-in survey must be signed and sealed by a professional surveyor and mapper, licensed to practice in the State of Florida and include the following:

- * Lowest floor elevation (LFE) of structure(s).
- * Front, sides, and rear setbacks must be indicated.

FEMA Certifications

Additional certifications for structures located in special flood hazard areas (AE and VE zones) are also required prior to receiving a framing inspection and at finished construction.

- * For residential buildings, a FEMA Elevation Certificate (Form 81-31) must be provided.
- * For non-residential structures, either a FEMA Elevation Certificate (Form 81-31) or a FEMA Floodproofing Certificate (Form 81-65) must be provided.

V-Zone Construction Certification

If the structure is located within a VE Flood Zone a certificate of compliance from a professional engineer or architect, licensed to practice in the State of Florida, must be submitted prior to final inspection. V-Zone Construction Certificate forms are available on our website.

Certificates of Occupancy

Before a Certificate of Occupancy can be issued, the following must be completed:

- * All final inspections.
- * All required certifications and documentation must be provided to this office.
- * A request for a Certificate of Occupancy must be made.

PERMIT FEES

Building Permit Fees

- * Where the construction valuation does not exceed \$500, no permit shall be required unless an inspection is required, in which case a fee of \$40 shall be charged. This exemption does not apply when construction, repair, remodeling, or improvement is a part of a larger or major operation whether undertaken by the same or different contractors or in which a division of the operation is made in contracts of amounts less than \$500 for the purpose evading this part or otherwise. Construction valuation is subject to review and approval by the building official.
- * For construction evaluation cost greater than \$500.00 to \$3,000.00 inclusive, the fee shall be \$25.00 plus \$3.00 per \$1,000.00 or fraction thereof.
- * For construction evaluation cost from \$3,001.00 to \$50,000.00 inclusive, the fee shall be \$25.00 plus \$5.00 per \$1,000.00 or fraction thereof.
- * For construction evaluation cost greater than \$50,001.00 to \$1,000,000.00, the fee shall be \$215.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof in excess of \$50,000.00.
- * For construction evaluation cost greater than \$1,000,000.00, the fee shall be \$1,800.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof in excess of \$1,000,000.00.
- * If plan review or inspection is required, an additional surcharge of 50% of the building permit fee shall also be required except where otherwise indicated.
- * Construction valuation shall be estimated as set forth in the most current Building Valuation Data as published by the International Code Council, Inc. or other appropriate model code organization; however, an actual signed contract for the construction valuation may be used to determine the applicable fee.

* Miscellaneous building permit fees:

Swimming pools – Residential	\$50.00 each
Swimming pools - Commercial or multi-family	\$75.00 each
Swimming pools - Above ground (no plan review charge)	\$40.00 each
Demolition (no plan review charge)	\$50.00 each
Moving or relocation of building (no plan review charge)	\$75.00 each building
Temporary trailers (no plan review charge)	\$50.00 each
Tents (no plan review charge)	\$40.00 each
Foundation only	\$50.00 each
Signs	\$25.00 plus .15¢ per sq. ft.
Docks	\$30.00 plus .30¢ per sq. ft.
Seawalls and retaining walls	\$30.00 plus .30¢ per linear ft.
Fences	\$25.00 plus .10¢ per linear ft.
Additional plan review	\$40.00 each
All site work	Cost of construction
Dredging	Cost of construction
Roofing permits	Cost of construction

Electrical Permit Fees

Base fee	\$25.00
Plus service-installation service changes, repair, replacement or relocation as follows:	
Outlets and current controlling devices	\$.40 each
Outlet controlling window air-conditioners	\$ 3.00 each
Service:	
0 - 100 amps	\$ 4.00 each
101 - 400 amps	\$ 6.00 each

401 - 800 amps	\$15.00 each
Over 800 amps	\$20.00 each
Motors or generators:	
Not over 1 hp	\$ 4.00 each
Over 1 hp to 3 hp	\$ 5.00 each
Over 3 hp to 20 hp	\$10.00 each
Over 20 hp to 50 hp	\$15.00 each
Over 50 hp	\$25.00 each
Over 100 hp	\$35.00 each
Electric heating:	
Central air conditioning	\$ 5.00 each
Baseboard or wall	\$ 4.00 each
Ceiling heat per room	\$ 4.00 each
Strip heat per unit	\$ 4.00 each
Electric furnace or oil burner units	\$ 4.00 each
Miscellaneous electrical heating units	\$ 4.00 each
Cooking:	
Residential ranges (free standing)	\$ 4.00 each
Residential cook top or oven	\$ 4.00 each
Commercial ranges	\$15.00 each
Commercial bake ovens	\$15.00 each
Kitchen fan and hood	\$ 3.00 each
Small Appliances:	
Dishwashers, vacuum, disposal, water heaters, washing machines, dryers, etc.	\$ 4.00 each
Fans:	
Exhaust fans, 1/8 hp	\$ 3.00 each
Over 1/8 hp	\$ 3.00 each
Attic fans, ceiling fans, paddle fans	\$ 3.00 each
X-Ray units	\$20.00 each
Dental units	\$10.00 each
Electric elevators	\$20.00 each
Electric welder - Transformer type	\$15.00 each
Escalator and overhead crane	\$40.00 each
Transformers:	
Transformer - over 1 kva	\$ 6.00 each
Bell type transformer	\$ 3.00 each
Display cases:	
10 lights or less	\$ 3.00 each case
Over 10 lights - each light	\$ 1.00
Spotlight	\$.50 each
Floodlight	\$ 1.50 each
Load regulator	\$ 2.00 each
All signs (plus service size)	\$10.00 each
Swimming pools	\$10.00 each
Spas	\$10.00 each
Sawpole	\$10.00 each
Power pole replacement	\$10.00 each
Mobile home or trailer - plus service size	\$ 5.00 each
Island or post light	\$ 2.50 each

Mechanical Permit Fees

Base fee	\$25.00
A/C, heating, refrigeration, ventilation and duct systems	\$20.00 per system
Plus - per each \$1,000.00 or fraction of the cost thereof	\$ 5.00
Repairs, alterations and additions to an existing system	\$15.00 per system
Plus - per each \$1,000.00 or fraction of the cost thereof	\$ 4.00

Gas Permit Fees

Base fee	\$25.00
Gas tanks (all types, gas and oil, under 1,000 gals.)	\$20.00 per tank
Plus - each \$1,000.00 or fraction of the cost thereof	\$ 5.00

Gas tanks (all types, gas and oil, over 1,000 gals.)	\$60.00 per tank
Plus - each \$1,000.00 or fraction of the cost thereof	\$ 5.00
Natural gas connections:	\$ 5.00 per connection
Plus - each \$1,000.00 or fraction of the cost thereof	\$ 5.00

Fire Prevention Permit Fees

All fire prevention permit fees shall be charged on cost of construction, as set forth in building permits fee schedule above.

Plumbing Permit Fees

Base fee	\$25.00
Fixtures:	
First 8 fixtures	\$ 5.00 each
Over 8 fixtures	\$ 4.00 each
Hose bibbs:	
First 5 hose bibbs	\$ 5.00 each
Over 5 hose bibbs	\$ 4.00 each
Water hookup	\$10.00 each unit
Sewer hookup	\$10.00 each unit
Sewer or water line replacement or repair	\$ 5.00 per 100 linear feet or fraction thereof
Deep wells (requires SWFWMD permit)	\$20.00 each
Shallow wells (requires SWFWMD permit)	\$20.00 each (<i>Note: pumps for wells require electric permit</i>)
Irrigation systems	\$20.00 each
Plus - per zone	\$ 3.00 each
Solar hot water energy systems	\$20.00 each
Mobile home or trailer hookup (includes water and sewer)	\$20.00 each
Lift stations or standpipes	\$20.00 each

Miscellaneous Fees

- * In the event of a change in contractor or subcontractor during construction, new permits shall be required and the fees shall be apportioned based upon the percentage of work to be completed.
- * If reinspection is required, a fee of \$30.00 shall be imposed. Fees must be received before additional inspections will be made on the project. All reinspections after the initial reinspection for the same noted code violation will be charged at three (3) times the normal reinspection fee.
- * In the event that a permit is procured after the start of construction or work on the job site, a permit fee shall be doubled for the first violation for any particular party responsible for the procurement of the applicable permit. In the event of subsequent violations within two years, all fees shall be ten (10) times the normal permit fees for any party required to procure each permit.
- * The cost of obtaining elevation certificates shall be \$50.00 per certificate.
- * Special purpose or courtesy inspection/investigation shall be \$30.00 each.
- * Notary public services shall be \$1.00 per document.
- * Duplicate Permit Card - \$6.00 each
- * Duplicate Certificate of Occupancy - \$6.00 each
- * No refunds unless permit issued in error by City.

OTHER DEVELOPMENT FEES

Tree Removal Permit & Inspection Fees

The following tree removal permit and inspection fees shall apply:

- | | |
|---|---------------------------|
| * Existing Single-family or Two-family Residence | \$25.00 each application |
| * Existing Multi-family Residence | \$50.00 each application |
| * Existing Commercial, Industrial, or other Non-Residential Structure | \$50.00 each application |
| * New Construction (Residential or Non-residential) | \$100.00 each application |
| * Land Clearing or Grubbing | \$50.00 each application |
| * Initial Inspection | No charge |
| * Reinspection Fee | \$40.00 each |

Sewer & Water Fees

The fees shall be as follows for each single-family residential unit (ERU):

<u>Utility</u>	<u>Fee Type</u>	<u>Fee</u>
Sewer Service	Impact fee	\$ 1,613
	Tap-in fee	\$ 350
	Deposit	\$ 40
Water Service	Impact fee	\$ 2,095
	Water meter (5/8"-3/4")	\$ 300
	Backflow device	\$ 245
	Deposit	\$ 60
TOTAL		<u>\$ 4,703</u>

For non-residential buildings and buildings with larger water meters, please contact the Engineering Division at (727) 942-5608 for an estimate.

Backflow Prevention Devices

Customers of the Tarpon Springs Water System requiring backflow prevention devices shall pay the costs associated with the type and size of device needed in accordance with the fee schedule adopted and adjusted from time to time as then on file with the City Clerk. Devices up to and including two-inch shall be installed by the city water system, while devices larger than two-inch shall be installed by the applicant's contractor.

Public Services Impact Fees

Impact fees for police, fire, library, parks and recreation are as follows:

<u>Service</u>	<u>Residential</u>	<u>Commercial</u>
Police Protection	\$ 452 per unit	33.3¢ per sq. ft.
Fire Protection	\$ 395 per unit	29.2¢ per sq. ft.
Parks & Recreation	\$ 936 per unit	No charge
Library	\$ 453 per unit	No charge
General Government	\$ 164 per unit	0.08¢ per sq. ft.
TOTAL	<u>\$2,400 per unit</u>	<u>70.5¢ per sq. ft.</u>

Fire Protection Surcharge Impact Fee

There is a fire protection impact fee surcharge for all structures over 35' in height, or both a length of more than one hundred (100') feet and a width of more than one hundred (100') feet. The fees are assessed as follows:

<u>Use</u>	<u>Fee</u>
Residential	\$ 148.00 per unit
Commercial	16.3¢ per sq. ft.

These fees are in addition to the regular public services impact fees.

Pinellas County Transportation Impact Fee

The Pinellas County Countywide Transportation Impact Fee Ordinance provides for the imposition of an impact fee on land development in Pinellas County, including development within the city limits of Tarpon Springs. Below is the fee for the most common residential uses.

<u>Use</u>	<u>Fee</u>
* Single-family	\$ 2,066.00 per dwelling unit
* Multi-family	\$ 1,420.00 per dwelling unit
* Condominium	\$ 1,270.00 per dwelling unit
* Efficiency apt/motel	\$ 419.00 per room
* Mobile home	\$ 1,076.00 per dwelling unit
* Licensed ACLF	\$ 250.00 per bed

For other uses please see Chapter 150 of the Pinellas County Code at <http://www.pinellascounty.org/build/municode.htm>.

Building Permit Surcharge

State law requires that we collect a Building Permit Surcharge for all building and building-related permits. The surcharge is 3.0% of the permit fee. The minimum surcharge is \$4.00 per permit.

PAYMENT OF FEES

Permit Fees Payable In Advance

No building permit shall be issued until the required fees have been paid. All fees shall be paid at the City Collections Center.

Form of Payment

- * Cash, check or money orders accepted. Make payable to "City of Tarpon Springs."
- * Most major credit or debit cards are also accepted. A service fee will apply to credit and debit card transactions.

For More Information Contact

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION
P. O. Box 5004
TARPON SPRINGS, FL 34688-5004
(727) 942-5617 TEL
(727) 943-4651 FAX
OR
VISIT OUR WEBSITE
www.ctsfl.us

NOTE: This document is published by the Development Services Department as a public service and contains excerpts from the Tarpon Springs Code of Ordinances. It is intended for general information only. Always use the official laws or ordinances if absolute legal accuracy is required.

Revised 9/30/2010