

**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**

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) 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.

**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.

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**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, a copy of the approved On-Site Sewage Disposal Systems (OSDS) permit and plans from the Pinellas County Health Department (PCHD).

**10. Threshold Buildings**

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

**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.

**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.