



# CITY OF TARPON SPRINGS, FLORIDA

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Building Development Department

## Informational Guide

## **BUILDING CODES ADOPTED**

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

- \* 2023 Florida Building Code-Building 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Residential 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Existing Building 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Energy Conservation 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Accessibility 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Plumbing 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Mechanical 7<sup>th</sup> Ed.
- \* 2023 Florida Building Code-Fuel Gas 7<sup>th</sup> Ed.
- \* 2020 National Electrical Code

## **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 bearing the notarized signature of the property owner and contractor, and a copy of the contract or agreement for the work bearing the property owner's signature is also required.

### **2. Surveys**

Two (2) Topographic & 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.
- \* Location of all trees.
- \* Proposed drainage plan.
- \* Proposed lowest floor elevation (LFE) of building or addition.

### **4. Construction Drawings (signed & sealed) for Site Work**

Two (2) sets site work drawings. As a general rule site work plans should include the following:

- \* Site plan and data
- \* Paving, grading and drainage plan
- \* Site utility plan
- \* Access connection plan
- \* Typical details and sections
- \* Sanitary sewer profiles and details
- \* Water system and details
- \* Storm drainage profiles and details
- \* See Item #6 for information on Tree Requirements

### **5. Construction Drawings (signed, sealed & bound) for Buildings or Structures**

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

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

## **6. Tree Survey, Tree Removal and Tree Replacement**

A completed Tree Removal Permit Application is required if you plan to remove trees. Forms, information on mitigation and replacements, approved tree list, species exempt from permitting and Tree Removal for New Construction Checklist can be found <https://www.ctsfl.us/building-development-department/tree-and-site-information/>

For all new construction, the tree permit application shall contain the following information:

- A topographic survey signed and sealed by a registered Engineer, Architect, or Surveyor
- Tree Survey signed by an ISA certified arborist showing the following:
  - Location of all trees
  - Common names of all trees
  - Diameter at breast height (DBH) of each tree
  - The location of all proposed structures, driveways, parking areas, and other improvements
  - The designation of all trees to remain, removed or replaced
  - Proposed grade changes which might adversely affect or endanger only trees, with specifications on how to maintain trees
  - The size of all tree canopies
- A copy of the approved site plan
- A statement as to why the tree(s) is(are) to be removed
- A statement showing how trees not proposed for removal or relocation are to be protected during land clearing and construction. Tree protection shall comply with LDC Section 133.07
- A statement of intent to physically replace required trees on the site or submit a written request for optional participation to the City Tree Bank, as further outlined in Section 133.06
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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.

**Prior to land clearing or construction activities begin, an inspection is required for silt fence and tree protection compliance.**

### **Minimum Tree Planting Requirements**

All new construction or a site plan amendment more than 50% of the property's value as shown on the records of the property appraiser, the minimum tree planting requirements shall be met prior to the issuance of a Certificate of Occupancy or prior to the final site inspection. The minimum tree planting requirements are based on the following:

Lot Size (gross area in square feet)	Tree Planting Minimum Requirements
0—6,000	2
6,001—10,000	4
10,001—15,000	6
Over 15,000*	8*

\* (One for each 2,000 square feet, or portion thereof, more than 15,000 square feet)

## **7. Notice of Acceptance / Product Approval Specification Sheet**

- (a) Verify current building code is referenced
- (b) P.A. # including decimal

## **8. Energy Efficiency Code Forms and HVAC Load Calculations/Sizing Material**

Two (2) sets of the applicable code forms. Forms must be complete and signed.

## **9. Letters of Approval**

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

## **10. Notice of Commencement**

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

## **11. 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 when you apply for a City building permit.
- \* You should contact the PCHD at (727) 824-6900 for more information.

## **12. 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.

## **FLOODPLAIN MANAGEMENT REGULATIONS**

### ***Minimum Lowest Floor Elevations (LFE)***

***Design Flood Elevation (DFE) = Base Flood Elevation (BFE) plus Freeboard (by ordinance, FBC requirements)***

The City's floodplain management ordinance requires 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 Design Flood Elevation (DFE).
- \* Non-residential structures in AE Zones must have their lowest floor elevated to or above the DFE or they can be dry-floodproofed to or above the DFE.
- \* Coastal A (CAZ) or 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 DFE.
- \* In X Zones, no BFE's are shown. In general, the lowest floor must be at least 1.5' (18 inches) 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, CAZ or VE Flood Zone please submit the following:
- \* An elevation survey and/or an elevation certificate indicating the lowest floor elevation (LFE) of the existing structure.
- \* If the LFE, electrical, plumbing and mechanical equipment are at or above the Base Flood Elevation (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 FEMA 50% Rule Actual Cash Value (ACV) 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).

- \* 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.

### ***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 inspections is available on our website. Please be advised that it is the permits holder's responsibility to request inspections. It is the permit holder's responsibility to select and schedule the appropriate inspections for the work performed. All work shall be inspected prior to cover.

#### ***Certificate of Protective Treatment for Prevention of Termites***

Copy of Termite Treatment Certificate shall be provided for the Building Official. This is submitted to the Building Department at time of Certificate of Occupancy request.

#### ***Tie-In Surveys***

Tie-in surveys are required on all new construction and additions. This shall be provided prior to pouring slab, or at the appropriate time for alternate construction types, i.e. elevated structures on columns would require a tie in at time of column construction. 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, CAZ and VE zones) are also required prior to required inspections

##### ***Elevation Certificates, FEMA FORM 86-03-33***

- \* All Elevation Certificates must have final approval of the Floodplain Administrator.
- \* For *residential and commercial structures*, a FEMA Elevation Certificate (EC) must be submitted for approval at various phases of construction. Once approved, the contractor must assure the approved elevation certificates are on the construction site at all times for Inspectors to reference.
  - o Under Construction Elevation Certificate must be submitted before construction goes vertical.
  - o Finished Construction Elevation Certificate must be submitted before final inspection is scheduled.

#### ***Floodproofing Certificate***

Non-residential structures approved to floodproof will be required to submit Floodproofing Certificate Form 81-65. A Flood Emergency Plan must be developed and submitted as part of the floodproofing submittal package. FEMA Publication P-936, Design Considerations in Floodproofing will contain all the information needed about floodproofing a structure.

#### ***Non-Conversion Agreement Form***

Form required by structure owner in a new or substantially improved structure in a special flood hazard area acknowledging that the lowest floor of the building won't be converted or modified or used without becoming compliant with code and flood plain management ordinance. Contact our office for a copy of this form

#### ***V Zone Design Certificate***

For structures located in a Coastal A Zone (CAZ) or 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 Design 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 shall be assessed as follows:***

<b>Value of Construction</b>	<b>Permit Fee</b>
\$500 to \$5,000	Base Fee of \$75.00
\$5,001 to \$50,000	\$75.00 for the first \$5,000 plus \$6.00 for each additional thousand dollars or fraction thereof, to and including \$50,000
\$50,001 to \$500,000	\$400.00 plus \$5.00 for each additional thousand dollars or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,800.00 for the first \$500,000 plus \$4.00 for each additional thousand dollars or fraction thereof
Cost Greater Than \$1,000,000	\$3,600 plus \$5.00 per thousand dollars or fraction thereof \$1,000,000
<b>International Code Council Valuation Method</b>	
Construction valuation shall be estimated as set forth in the most current Building Valuation Data as published by the International Code Council, Inc. or an actual signed contract for the construction valuation may be used to determine the applicable fee, at the option of the applicant.	
<b>FEE= Gross Area X Square Foot Construction Cost X Percent Modifier (0.75%)</b>	
<b>EXAMPLE: 2500 sf X \$123.68 X .0075 = \$2319.00</b>	

Small Scope Single Trade Permits (not requiring plan review) Including Building, Mechanical, Electrical, Plumbing, and Fuel/Gas shall be assessed fees as follows:

<b>Residential</b>	
One Inspection Trip Permit	\$75.00
Two Inspection Trip Permit	\$90.00
<b>Commercial</b>	
One Inspection Trip Permit	\$90.00
Two Inspection Trip Permit	\$110.00

Re-roof Permit Fees shall be assessed based on construction value.

Site Permit Fees shall be assessed based on construction value.

Tree Removal & Inspection fees shall be assessed as follows:

Existing Residential or Non-Residential	\$50.00
New Residential or Non-Residential	\$100.00
Reinspection Fee	\$40.00
Initial Inspection	No charge
Mitigation Fee	Based on the size of the tree

Floodplain Permit Fees shall be assessed as follows:

Existing Residential or Non-Residential	\$50.00
New Residential or Non-Residential	\$100.00

### **MISCELLANEOUS FEES**

Expired Permit Fees shall be assessed as follows:

Expired Permit Fees are based on the percentage of completion of the project. Permits re-issued may be subject to re-review of plans based on code cycle change (Plan Review fee will be assessed based on fee schedule). See example below based on New Construction / Additions:

Foundation/slab completed and inspected	80%
Walls/sheathing completed and inspected	60%
Roof completed and inspected	40%
Framing and rough-ins completed and inspected	25%
Insulation completed and inspected	20%
Final inspection only	\$75.00

Refunds of Fees paid shall be handled as follows:

Refunds of fees due to staff error shall be refunded 100%. Expired permits are not eligible for any refunds. All other refunds will be for permit fees only (excludes plan review and other fees).

Administrative Fees shall be assessed as follows:

Change of Prime Contractor	New permit required
Change of Sub-Contractor	\$25.00
Temporary Certificate of Occupancy (TCO)	\$100.00

Technology Fees shall be assessed as follows:

Project value \$500 to \$5,000	\$1.00
Project value \$5,001 to \$50,000	\$2.00
Project value \$50,001 to \$500,000	\$3.00
Project value \$500,001 to \$1,000,000	.5% of permit fee
Project value cost greater than \$1,000,000	1 % of permit fee

Fees required by State law shall be assessed as follows:

Building Code Administrator's and Inspector's Fund - Pursuant to F.S.468.631, a surcharge shall be assessed at a rate of 1.5% of all permits associated with the enforcement of the Florida Building Code. The City shall collect such surcharge and shall remit 90% of the funds to the State of Florida for deposit into the Building Code Administrators and Inspector's Fund. The City shall retain 10% of the collected amount to fund participation in building code adoption process and to provide for education related to the enforcement of the Florida Building Code.	1.5% of permit, minimum \$2.00
Department of Business and Professional Regulation Surcharge - Pursuant to F.S. 553.721, a surcharge shall be assessed at a rate of 1 % of all permits associated with the enforcement of the Florida Building Code. The City shall collect such surcharge and shall remit 90% of the funds to the State of Florida for deposit into the Professional Regulation Trust Fund. The City shall retain 10% of the collected amount to fund participation in building code adoption process and to provide for education related to the enforcement of the Florida Building Code.	1 % of permit, minimum \$2.00

Other Fees for Services provided shall be assessed as follows:

Services provided by the Building Development Department not specifically addressed in Section 6-4.1 shall be based on the number of hours of service provided. The proposed fee must be presented to the customer, for acceptance, prior to providing the service based on the rates shown below.

Administrative	\$30.00 per hour
Inspector/Plans Examiner	\$40.00 per hour
Building Official or ABO	\$50.00 per hour
Floodplain Coordinator	\$30.00 per hour
Arborist	\$40.00 per hour

After the Fact Permit Fees and Extra/Re-Inspection Fees shall be assessed as follows:

Work requiring a permit, pursuant to the Land Development Code or the Florida Building Code, started prior to the issuance of the required permit shall be assessed a penalty of 100% (double) of the normal permit fees for all such permits required for the subject property and the proposed work unless otherwise approved by the building official as early start or emergency work as defined by the Florida Building Code.

A fee of forty dollars (\$40.00) may be charged per inspection for excessive inspections and/or re- inspections pursuant to Chapter 553.8.2(c) F.S. This fee may be waived by the Building Official if deemed excessive.

Private Provider Fees shall be assessed as follows:

The permit fee for an application when the Building Official has approved the request of the applicant to have an outside entity, contracted by the applicant, perform the required inspections shall be forty percent (40%) of the permit fee of the proposed structure as calculated pursuant to this chapter. This does not include any fees paid to the outside entity.

### **BUILDING PERMIT EXEMPTIONS**

That Section 6-4.2 (Building Permit Exemptions) of Chapter 6 of the Code of Ordinances for the City of Tarpon Springs, is hereby created and shall read as follows:

Building Permits are not required for the following:

- (a) Residential non-engineered detached accessory structure (storage shed, playhouses, firepit, sunshade and similar uses) not exceeding 100 sq. ft.
- (b) Residential roof repair less than 1 square annually.
- (c) Residential landscape retaining wall not exceeding 18" in height.
- (d) Residential nonstructural concrete pad/walkway not exceeding 100 sq. ft.
- (e) Residential paver patio/walkway not exceeding 100 sq. ft.
- (f) Residential flagpole not exceeding 25 feet in height.
- (g) Residential stucco repair not exceeding 100 sq. ft.
- (h) Residential prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep and do not exceed 1,000 gallons and are installed entirely above ground.
- (i) Residential painting, papering, tile, carpeting, cabinets, countertops and similar finish work.
- (j) Residential swings and other playground equipment accessory to R-3.
- (k) Temporary motion picture, television and theater stage sets and scenery.
- (l) Minor electrical repair work or maintenance, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- (m) Electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.

**The above-referenced exemptions may, however, be subject to zoning and flood requirements.**



### **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	\$ 7,888
	Tap-in fee	\$ 350
	Deposit	\$ 40
Water Service	Impact fee	\$ 4,632
	Water meter (5/8"-3/4")	\$ 300
	Backflow (5/8"-3/4")	\$ 245
	Deposit	\$ 60
TOTAL		\$13,515

For non-residential buildings and buildings with larger water meters, please contact the Building Development Department 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:

<b>SERVICE</b>	<b>RESIDENTIAL</b>	<b>NON-RESIDENTIAL</b>
Police Protection	\$344.05	0.42 per sq. ft.
Fire Protection	\$295.00	0.37 per sq. ft.
Parks & Recreation	\$973.99	No charge
Library	\$347.00	No charge
General Government	\$ 73.70	.01 per sq. ft.
<b>TOTAL</b>	<b>\$1,394.69</b>	<b>\$0.88 per sq. ft.</b>

### **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
Non-Residential	\$0.163 per sq. ft.

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

### **Pinellas County Multimodal Impact Fee (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**.

#### **SCHEDULE A (OUTSIDE THE CRA)**

<u>Use</u>	<u>Fee</u>
Single-family	\$ 2,066.00 per dwelling unit
Multi-family	\$ 1,420.00 per dwelling unit
Condominium	\$ 1,248.00 per dwelling unit
Efficiency apt/motel	\$ 419.00 per room
Mobile home	\$ 1,076.00 per dwelling unit
Licensed ACLF	\$ 241.00 per bed

#### **SCHEDULE B (INSIDE THE CRA)**

<u>Use</u>	<u>Fee</u>
Single-family	\$ 1,529.00 per dwelling unit
Multi-family	\$ 972.00 per dwelling unit
Condominium	\$ 924.00 per dwelling unit
Efficiency apt/motel	\$ 0.00 per room
Mobile home	\$ 796.00 per dwelling unit
Licensed ACLF	\$ 241.00 per bed

## **PAYMENT OF FEES**

### ***Permit Fees Payable In Advance***

No building permit shall be issued until the required fees have been paid.

### ***Form of Payment***

- \* Cash, check or money orders accepted. Make checks or money orders payable to "City of Tarpon Springs."
- \* Debit and major credit cards with the exception of American Express are accepted. A service fee of 2.5% will apply to credit and debit card transactions.

### ***For More Information Contact***

BUILDING DEVELOPMENT DEPARTMENT  
P. O. BOX 5004  
TARPON SPRINGS, FL 34688-5004  
(727) 942-5617 TEL  
OR  
VISIT OUR WEBSITE  
[www.ctsfl.us](http://www.ctsfl.us)

NOTE: This document is published by the Building Development Department as a public service and contains excerpts from the Tarpon Springs Code of Ordinances. It is intended for general information only. Each construction project presents unique issues that may require additional documentation that is not included in this informational sheet.

Always use the official laws or ordinances if absolute legal accuracy is required.

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