

**CITY OF TARPON SPRINGS, FLORIDA**  
**Development Services Department**

Building Permit Submittal Review Checklist

**APPLICATION NO. \_\_\_\_\_ HAS BEEN REVIEWED AND THE ITEMS CHECKED (✓) BELOW MUST BE PROVIDED.**

***Building Permit Application***

- A completed Building Permit Application bearing the notarized signature of the property owner and contractor.

***Contract***

- A copy of the contract or agreement for the work bearing the property owner's signature.

***Owner / Builder Permits***

- A completed Owner-Builder Disclosure Statement

***Notice of Commencement***

- A certified copy of the recorded Notice of Commencement.

***Letters of Approval***

Letter of Approval from:

- Board of Adjustment (BOA)
- Heritage Preservation Board (HPB)

***Surveys***

- Two (2) boundary surveys of the property signed and sealed by a professional surveyor and mapper.  
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).

***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.

***Construction Drawings for Site Work***

- Two (2) sets of 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

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**Construction Drawings for Buildings or Structures**

- Two (2) sets of construction drawings.  
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 \_\_\_\_\_

**Notice of Acceptance / Product Approval**

- Two (2) sets of the Notices of Acceptance (NOA) or other acceptable product approvals.

**Energy Efficiency Code Forms**

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

**On-Site Sewage Disposal Systems (Septic Tanks)**

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

**Tree Survey & Tree Removal**

- A tree survey.  
Tree surveys shall include the following:
  - 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:
    - Location of all trees protected under the provisions of §§ 133.00 through 133.10 of City codes;
    - Common names of all trees; and
    - Diameter breast height (DBH) of each tree.
- A completed Tree Removal Permit Application if you plan to remove trees.
- A "No Tree Removal Verification" or "No Tree Verification" form if no trees are being removed.

**Threshold Buildings**

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

**Substantial Improvement / Damage Review for Existing Structures**

- An elevation survey and/or an elevation certificate indicating the LFE of the existing structure.
- An application for Substantial Improvement / Damage Review.
- A certified appraisal of the property including the market value of the building.

**Licensure**

- A copy of contractor's license(s) issued by DBPR and/or PCCLB.
- A letter dated and bearing the notarized signature of the license holder authorizing an agent to act for him/her.

**Other Information**

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date