



# City of Tarpon Springs, Florida

BUILDING DEVELOPMENT DIVISION  
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KEVIN POWELL, CBO, CFM  
BUILDING DEVELOPMENT DIRECTOR

## **MEMORANDUM**

Date: March 23, 2020

To: Licensed Contractors

From: Kevin Powell, CBO, CFM

Subject: Covid-19

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Due the Nation's current health crisis, the City of Tarpon Springs Building Development Department has decided to make some **temporary** changes to the submittal process of "Small Scope Permits" to include windows, doors, garage doors, roofing, fences, mechanical change outs, plumbing and electrical.

In an attempt to reduce exposure to our staff and contractors, we are encouraging submittal of permit applications via email as our online permitting is not conducive to all permit types at this time. We will accept large-scale permits in the drop box at the entrance of City Hall. The submittal package is still required to contain all of the pertinent information that it normally would. If you have the ability, please make sure the permit applications are signed and notarized (agent/owner side as well) to eliminate the need for pickup in person.

In the interim, we will also accept the certified copy of the NOC in the submittal package. If you are e-filing your NOC's and not receiving a certified copy, please include the affidavit, signed and notarized.

A confirmation email will be sent to you once the application has been received and if there is anything missing from the submittal, you will be notified at that time. Once approved, you will receive an email with instructions on how to pay online and we will email your approved paperwork and permit placard to post on the job site.

This is for small scope permits only as well as permits that do not have or need signed and sealed engineering. If there are questions as to what types of applications can be submitted by email, we will review on a case-by-case basis so please go ahead and email it over. As always, if you have any questions, please do not hesitate to ask. We appreciate your patience and cooperation as we all try to get through this period of disruption.

Please submit to the following email addresses ONLY:

[mdinenno@ctsfl.us](mailto:mdinenno@ctsfl.us)

[dsinfo@ctsfl.us](mailto:dsinfo@ctsfl.us)