

Submittal Requirements by Permit Type

Residential Plans Submittal Checklist (new construction, additions, alterations or repairs)

- Completed Permit Application
- Owner/Contractor Disclosure Statement if applicable
- Copy of contract
- Board/agency approvals if applicable
- Minimum of (2) complete sets of sealed construction plans. Must be to scale and legible. Minimum size: 11" x 17." Must include:
 - o Cover Sheet
 - o Site Plan if applicable
 - o Building Plans
 - o Structural Plans if applicable
 - o PDF file of complete plan set
- Truss layout/package with sealed letter of approval from EOR if applicable (2 sets)
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding (2 sets).
- Florida Energy Efficiency Code forms, signed/sealed
- FEMA Substantial Improvement Package (1 copy) required on all structures built prior to 1971.

Commercial Plans Submittal Checklist (new construction, additions, alterations or repairs)

- If any board/agency approval is required, that approval MUST be submitted prior to permit approval. It is the responsibility of the applicant to verify this information. Examples: DRC, Health Dept, SWFWMD, FDOT, FDEP, Pinellas County, etc.
- Completed Permit Application
- Completed Business Tax Receipt Application **if it is a NEW BUSINESS**
- Copy of contract
- Minimum of (3) complete sets of sealed construction plans. Must be to scale and legible. Minimum size: 11" x 17." Must include:
 - o Cover Sheet
 - o Site Plan if applicable
 - o Building Plans
 - o Structural Plans if applicable
 - o PDF file of complete plan set
- Truss layout/package with sealed letter of approval from EOR if applicable (2 sets)
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding (2 sets).
- Florida Energy Efficiency Code forms, signed/sealed
- UL Approved details for all fire rated assemblies
- FEMA Substantial Improvement Package (1 copy) required on all structures built prior to 1971.
- FOG application if applicable
- Obtain a letter from Duke Energy granting conditional approval where overhead and/or underground electrical or fiber facility conflicts exist when zero setback construction is planned. Please contact Duke Energy's customer service center at 1-800-700-8744 to begin the request.

Commercial Condo Remodel (no structural work)

- Completed Permit Application
- Copy of contract
- Minimum of (2) sets of plans showing existing and proposed work (no seal required for non-structural work)
 - o Smoke alarms must be hardwired outside each bedroom area and each bedroom may have smoke alarms with 10 year batteries that are interconnected to the hardwired alarms.
 - o PDF file of complete plan set required for plans over 11"x17"
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding (2 sets).

Decks

- Completed Permit Application
- Owner/Contractor Disclosure Statement if applicable
- Copy of contract
- Board approvals if applicable
- Survey of property identifying location of deck
- Minimum of (2) complete sets of sealed construction plans. Must be to scale and legible. Minimum size: 11" x 17."
 - o PDF file of complete plan set required for plans over 11"x17"
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding (2 sets).

Residential Pools

- Completed Permit Application
- Copy of contract
- Survey of property
- Minimum of (2) complete sets of sealed construction plans. Must be to scale and legible. Minimum size: 11" x 17." Must include:
 - o Site Plan showing location of pool and perimeter layout of house with alarmed windows/doors if applicable, fences & gates, cages, etc.
 - o Structural Plans
 - o PDF file of complete plan set required for plans over 11"x17"
- Residential Swimming Pool, Spa and Hot Tub Safety Act
- Specs for alarms meeting ASTM 2208 if applicable
- Duke Energy Pool No Conflict letter

Commercial Pools

- Completed Permit Application
- Copy of contract
- Survey of property
- Minimum of (3) complete sets of sealed construction plans. Must be to scale and legible. Minimum size: 11" x 17." Must include:
 - o Site Plan showing location of pool and perimeter layout of building, fences & gates, cages, etc.
 - o Structural Plans
 - o PDF file of complete plan set required for plans over 11"x17"
- Duke Energy Pool No Conflict letter
- Approved Department of Health permit application

Fences

- Completed Permit Application
- Copy of contract
- Survey of property showing proposed fence with heights, lengths and gate locations

Seawalls

- Completed Permit Application
- Copy of contract
- Minimum of (2) complete sets of sealed structural plans. Must be to scale and legible. Minimum size: 11" x 17."

Docks

- Completed Permit Application
- Pinellas County Permit & Layout
- Copy of contract

Residential Re-roofs

- Completed Permit Application
- Copy of contract
- Florida Product Approval Information Sheets including specs and installation instructions for ALL roofing materials

Commercial Re-roofs

- Completed Permit Application
- Copy of contract
- Florida Product Approval Information Sheets including specs and installation instructions for ALL roofing materials and AC stands
- Mechanical contractor must sign onto permit

Windows & Doors

- Completed Permit Application
- Copy of contract
- Layout of windows on building noting sizes, label any Gulf view windows requiring turtle glass and any openings that are being enlarged (2 copies)
- Florida Product Approval Information Sheets including specs and installation instructions (2 copies)
- If using non-impact glass, we need FL Product Approvals for window protection or specs on plywood panels and fastening (2 copies)
 - o Protection must be installed at time of inspection
- Submit 25% exemption form if protection not required

Shutters

- Completed Permit Application
- Copy of contract
- Map of shutter locations on building (2 copies)
- Florida Product Approval Information Sheets including specs and installation instructions (2 copies)
- If motorized shutters, electrician must sign onto permit

Solar Electric Panels

- Completed Permit Application
- Copy of contract
- Minimum of (2) complete sets of sealed structural plans. Must be to scale and legible. Minimum size: 11" x 17"
 - o Roof layout
 - o Structural plans
 - o PDF file of complete plan set required for plans over 11"x17"
- Specs on PV panels and equipment

Signs

- Completed Zoning Sign Permit (Application)
- Copy of contract
- Minimum of (3) complete sets of sealed structural plans. Must be to scale and legible. Minimum size: 11" x 17." Must include:
 - o Site Plan showing location of sign
 - o Structural plans
 - o PDF file of complete plan set required for plans over 11"x17"

Mechanical permits require the AHRI



City of St. Pete Beach, Florida
APPLICATION FOR CONSTRUCTION (FLOOD ZONE)

727-367-2735
PERMIT NUMBER: _____

SECTION 1: GENERAL PROVISIONS (APPLICANT TO READ AND SIGN):

- A. The permit may be revoked if any false statements are made herein.
B. If revoked, all work must cease until permit is re-issued.
C. Development shall not be used or occupied until a Certificate of Occupancy is issued, if applicable.
D. The permit will expire if no work is commenced within six months of issuance.
E. No work of any kind may start until a permit is issued.
F. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
G. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
H. THE APPLICANT CERTIFIES THAT ALL STATEMENTS HEREIN AND ANY ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE.

The Permittee shall repair and or restore any damage or injury to the right-of-way or to any other City property and shall repair the same promptly (within 7 days of notification to the Permittee), restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury.

WARNING TO PROPERTY OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. A NOTICE OF COMMENCEMENT MUST BE RECORDED BEFORE ANY WORK ON A PROPERTY THAT EXCEEDS \$2,500.00 PER FLORIDA STATUTE 713.135 (CONSTRUCTION LIEN LAW).

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT):

PROPERTY ADDRESS: _____

OWNER E-MAIL ADDRESS ADDRESS TELEPHONE

BUILDER/CONTRACTOR ADDRESS TELEPHONE

E-MAIL ADDRESS

ENGINEER/ARCHITECT ADDRESS TELEPHONE

DESCRIPTION OF WORK:

(Check all applicable boxes below):

STRUCTURAL DEVELOPMENT:

A. ACTIVITY

- New Structure Square Footage _____
□ Addition Square Footage _____
□ Renovation/Alteration
□ Relocation
□ Dem olition
□ Replacement/Restoration

B. STRUCTURAL TYPE:

- Residential (Single-Family)
□ Residential (Multi-Family)
□ Non-residential (Flood-proofing?) (Yes)
□ Commercial
□ Combined Use (Residential & Commercial)

OFFICE USE ONLY
FLOOD ZONE _____
ELEVATION _____

ESTIMATED COST OF PROJECT: \$ _____

C. OTHER DEVELOPMENT ACTIVITIES:

- Electrical □ Mechanical □ Plumbing □ Gas □ Roofing □ Docks & Lifts □ Seawalls □ Water or Sewer System
□ Fill □ Grading □ Excavation □ Clearing/Site Demo □ Drainage Improvements □ Pool Installation/Finishing
□ Fire Sprinkler □ Fire Alarm □ Hood Suppression System □ Sign □ Other: _____

(ISSUED BY) _____ (DATE) _____

1. OWNER or AGENT (If Agent, Power of Attorney or Agency Letter Required):

Signed: _____ Date: _____
 Printed Name: _____
 State of Florida, County of _____
 Sworn to and subscribed before me this ____ day of _____, 20____

 Notary Public, State of Florida, County of _____

Personally Known _____ or Produced Identification _____
Notary Seal:

2. CONTRACTOR or AGENT (If Agent, Notarized Authorization Form MUST be on file with the City):

Signed: _____ Date: _____
 Printed Name: _____
 License # _____
 State of Florida, County of _____
 Sworn to and subscribed before me this ____ day of _____, 20____

 Notary Public, State of Florida, County of _____

Personally Known _____ or Produced Identification _____
Notary Seal:

Homeowner's signature required for residential permits.
 Commercial owner's signature required on permits.

SUB-CONTRACTOR SIGN ON (If Applicable)

3. Electrical Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this ____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

4. Plumbing Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this ____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

5. Mechanical Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this ____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature

6. Roofing Contractor Signature: _____ **License #:** _____
 Print Name: _____ Company Name: _____
 Address: _____ Phone: _____
 State of Florida, County of Pinellas
 Sworn to and subscribed to me this ____ day of _____, 20____
 Personally Known _____ or Produced Identification _____

 Notary Signature