

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