



155 Corey Avenue
St. Pete Beach, FL 33706
(727) 363-9241

Procedures For Processing, Reviewing, and Approving Building Permits and Application

NOTE:

Applicants are encouraged to request a meeting with the Technical Review Committee (TRC) which consists of the Building, Fire, Planning & Zoning, Public Works, Code Enforcement, and Transportation Departments to ensure the viability of the project Dept, Fire Dept., Planning & Zoning Dept., Public Works Dept., and Transportation Dept. to ensure that the Project meets all the City's requirements before submitting application for permit. Meetings can be scheduled by contacting Brandon Berry at (727) 363-9253

1. Permit application, construction plans, and required documents are submitted to the Building Department either electronically or at the permit counter.

NOTE: Please refer to Submittal Requirements by Permit Type document on the City's website for a list of submittal requirements for the permit type applying for)

2. The Permit Technician will review the permit application and submittal documents for completeness per the Submittal Requirements by Permit Type document.
 - If submittal package is in-complete the Permit Technician will return the package to the applicant to correct. No incomplete submittal will be taken in for review.
 - If submittal package is complete the Permit Technician will route the package to the appropriate departments which may include Building, Fire, Planning & Zoning, Public Works, and Transportation Departments.
3. Plan reviewers from all applicable departments will review the submitted plans and documents to evaluate code and ordinance compliance.
 - **Building Dept.** - Review's construction, site plans, & documents for Florida Building Code compliance.
 - **Floodplain Administrator** - Review's construction & site plans and documents for FEMA compliance and the City's Floodplain Management Regulations.
 - **Planning & Zoning Dept.** - Review's plot plan for setbacks, easement, and zoning compliance per City Ordinances and Land Development Code.
 - **Fire Marshal** - Review's construction & site plans for fire suppression systems, site plan, and fire code compliance
 - **Public Works** - Review's construction & site plans for storm water, right of way, easements, grease interceptors, sewer & water, and City ordinance requirements.
 - **Transportation** - Review's construction & site plans for compliance per City Ordinances and Land Development Code.
4. If construction, site plans, and documents are approved by all departments applicants will be notified and a permit will be issued.

5. If corrections or additional information is required, the applicant will be notified by either email or letter. The submittal package will be put on the hold shelf until the requested information, revisions, documents, are corrected and revised.
6. The applicant can meet with the review staff to discuss outstanding issues.
7. The applicant submits the corrected construction documents for re-review. Permits will not be issued until construction documents comply with the codes for each department.
8. **How to track an application:** After submitting an application you can track the plan review of your permit using the Building Permits Online system. It's fast and easy! Just follow these simple steps.

Go to City website www.stpetebeach.org

Click "Government"

Click "Community Development"

Click "Building & Permitting"

Click "Link to page" under "Permits, Applications, Forms"

Scroll down to Building Permits and click "Current Permits"

In the search bar you can search by permit number or property address

Please contact the Building Department at (727) 363-9241 with questions about building plan review.