



Construction Services Division

1400 N. Boulevard
 Tampa, FL 33607
 Phone: (813) 274-3100
 Fax: (813) 259-1712
 www.tampagov.net/permits

**Repair/Remodel
 Permit Requirements**

Repair	<p>When Required:</p> <p>Repair is defined as the restoration to original condition of damaged or deteriorated building components. Repair permits are required:</p> <ol style="list-style-type: none"> 1. When repairing or replacing structural components of any building, regardless of the cost of the repair. 2. Ordinary minor repairs may be made with the approval of the building official without a permit, provided the repairs do not include the cutting away of any wall, partition, or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.
Remodel	<p>Remodeling is defined as work, which changes the original size, location or material of the components of a building. Remodeling permits are required:</p> <ol style="list-style-type: none"> 1. If the remodeling affects the structural elements of the building (regardless of job cost). 2. If the remodeling is to prepare a building for a: <ol style="list-style-type: none"> a. Change of use. (Defined as change from one Zoning Use classification to another.) b. Change of occupancy. (Defined as change from one Florida Building Code occupancy to another.) c. Intensification of use. (Defined as an increase in capacity or number of units of a residential or commercial building.)
Permit Information	<p>PERMIT CAN BE ISSUED TO:</p> <ol style="list-style-type: none"> 1. Qualifying owner of a one or two family detached residential dwelling intended for own occupancy - must present photo ID and proof of ownership (recorded deed or tax receipt) at Permit Center. 2. Licensed general building, residential appropriate division II or specialty contractor, or authorized agent(s) - subject to limitations of certificate - must present photo ID at Permit Center. 3. Qualifying owner of a commercial building whose total construction cost is \$75,000.00 or less (including Building, Mechanical, Plumbing, Gas, and Electrical work), and whose occupancy and use is for the owner and not offered for sale or lease.
Submission Requirements	<p>SUBMISSION REQUIREMENTS:</p> <p>FOR BOTH RESIDENTIAL AND COMMERCIAL PROJECTS</p> <ol style="list-style-type: none"> 1. Provide required Asbestos project information form to the Department of Environmental Regulation and the Hillsborough County Environmental Protection Agency. (Required when repairing or remodeling any structure.) 2. A key site plan shall be provided showing the entire parcel (property boundary lines, all buildings and parking areas) as described by property folio number per the Hillsborough County Property Appraisers Office. The key site plan shall be clouded or highlighted in such a manner that the area of development/work can be clearly seen. <p>FOR HOUSE OR DUPLEXES</p> <ol style="list-style-type: none"> 1. Complete the Application Form (for a Building Permit for Repair/Remodel). 2. Verify any Special Conditions: <ol style="list-style-type: none"> a. If in Barrio Latino/Hyde Park District/Downtown District, take plans to the Barrio Latino Commission/ARC/CBD for their approval. b. If building is intended for commercial use for preparation of foods or drinks, or as a grocery store, convenience market, boarding home, produce market, meat market, restaurant, and the like, take appropriate plans to the State of Florida Department of Business Regulations, Division of Hotels and Restaurants. 3. All work involving installation of or changes to the electrical, mechanical or plumbing systems requires a permit for the respective system(s). Roof repair requires a separate permit. 4. Submit two (2) sets of plans for repair and remodeling houses and duplexes: min 18" X 24" <ol style="list-style-type: none"> a. If the repair work is structural, submit plans showing structural changes and the floor.