



Construction Services Division

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 Tampa, FL 33607
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 www.tampagov.net/permits

**Residential New
 Construction
 Requirements**

Requirements	<p>Where to Apply:</p> <p>Construction Services Center, Permit Center, First Floor</p>
	<p>When Required:</p> <p>Building Permits are required for the construction of a new house (single family) or two unit family structure (duplex).</p>
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 identification and proof of ownership (recorded deed or tax receipt) at time of submittal. 2. Licensed, General Building or Residential Contractor, or authorized agent. Must present photo identification at time of submittal.
Submission Requirements	<p>SUBMISSION REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Submit address, legal description, and folio number. 2. Complete the Application Form. 3. Verify Special Conditions with Permit Technician: <ol style="list-style-type: none"> a. If nonconforming lot, obtain approval from Zoning Division, 306 E. Jackson St., 3rd floor, (813) 274-8405. b. If in Barrio Latino or Hyde Park District, take construction plans to Barrio Latino Commission / Architectural Review Commission for their approval. 306 East Jackson, 3rd Floor, (813) 274-8920. c. Other permits required: Roof, Electrical, Mechanical, Plumbing, and Site Clearing/Tree Removal. 4. Submit the following plans: <p>Note: Please consult the "Residential Review Guide" to determine information required for submittal, available at cashier window, Construction Services Center, first floor.</p> <ol style="list-style-type: none"> a. Construction Plans and documents - provide two (2) plans, one (1) building elevation plan, and one (1) original signed and sealed topographic survey. Site plan to contain the following: <ol style="list-style-type: none"> b. Single line drawing, drawn to scale, showing location of proposed and existing structures on lot, existing grade elevations, distances to front, rear, and side property lines, all lot and building dimensions, all easements, legal description, location of a/c pads, location of solid waste refuse bins/containers and screening enclosures, distances between all buildings, building outlines, and location of proposed driveway and apron with dimensions. Site plan must also include the size, species, and location of all trees five (5) inches or more in trunk diameter (measured four and a half (4.5) feet above existing grade), and location of any wetlands or bodies of water. c. Construction plans and documents - provide two (2) sets of plans (minimum size 18X24) for the new construction, contain the following: <ol style="list-style-type: none"> (1) Floor plan showing size, arrangement, and function of all addition spaces. (2) Foundation plan showing size and location of perimeter and all other footings.

(3) Framing plans showing floor, ceiling, and roof beams, joists, rafters, trusses, and all appropriate information, such as, sizes, spaces and materials. Truss plans must be on the job site prior to framing inspection.

(4) Typical wall section(s), footing to roof, showing footing detail and reinforcement, framing details, and wall and ceiling insulation type and sizes.

(5) Front, sides, and rear elevations showing windows, trim and roof line. Window sizes should be clearly shown.

(6) Electrical plans showing size and number of service(s).

(7) Energy calculations signed and dated.

(8) Location of air handler.

c. If plans have been placed on Plans on File status for the repetitive construction of the same house, the following information must be provided for each additional permit:

(1) New Energy Code Calculation Sheet (2 sets)

(2) Two plans of the new location showing requirements outlined in 4 a.

(3) Two completed copies of the Plans On File Information Sheet.

Refer to Residential Plans on File Instructions for further information.

5. If in Flood Zone V, provide mean sea level survey prepared by a Florida Certified Surveyor. Plans must be signed and sealed by Florida Registered Architect or Engineer.

6. Submit joint application for water service and sewer verification. (If using own well, obtain permission from Water Department and Health Department approval required for septic tank use).

Pay applicable plan review and permit fees at the cashier window, located on the first floor, Construction Services Center.