

HOMEOWNER'S NIGHT

RESIDENTIAL PERMIT CHECKLIST

Minimum Submittal Requirements

5-105.5.2. A building, electrical, plumbing or mechanical permit may be issued to any person who is a bona fide owner of real property on which: A one- or two-family dwelling exists or is to be constructed for his own use and in which he resides or intends to immediately reside.

To qualify for an owner-builder permit the property must be owned by an individual. Entities such as Trust, Corporation, LLC or Partnership do not qualify for owner-builder permits. Applicant must show proof of identification (government issued ID). If there has been a recent transfer of ownership not yet reflected on the Hillsborough County Property Appraiser website, applicant must provide a copy of the recorded deed.

The following contains minimum requirements for an assortment of residential permit applications. Depending on the address location of the jobsite, additional requirements may be essential for compliance with other city divisions or FEMA prior to approval or permit issuance.

- **Trade Permit Application:** A trade permit is issued for a simple repair involving a single job such as one of the following: mechanical, electrical, plumbing, roofing, stucco or same size window/door.
 - Trade permit application, in paper form or completed online.
 - Owner-builder acknowledgment form.
 - Approval from Historic Preservation Division. If the property lies within one of the local historic districts, Hyde Park, Seminole Heights, Tampa Heights or Ybor City.

- **Residential Miscellaneous:** This permit application is used for a variety of small projects (for example: driveway, screen enclosure, privacy wall, different size window or door).
 - Residential Miscellaneous application, in paper form or completed online.
 - Owner-builder acknowledgment form
 - Architectural or engineered plans, if the scope of work includes structural elements.
 - Site plan, if the exterior of the building or the site are part of the scope of work.
 - Any applicable supporting (i.e.: EPC permit or FEMA documents).

- **Residential Alteration:** This application is used for interior and/or exterior remodels which involve multiple disciplines (i.e.: building, mechanical, electrical, plumbing).
 - Residential Alteration application in paper form or completed online.
 - Owner-builder acknowledgment form
 - Existing and proposed floor plans listing scope of work. Architectural or engineered plans are required if scope of work includes structural elements.
 - Site plan, if the exterior of the building or the site are part of the scope of work.
 - If property lies within a Special Flood Hazard Area, FEMA documents are required.

- **Residential New Construction/Addition:** This application is used for submittal of a new single-family residence, detached garage and/or an addition to an existing home.
 - Residential New Construction/Addition application in paper form or completed online.
 - Owner-builder acknowledgment form
 - Architectural building plans
 - Topographical Survey and site plan
 - Energy calculations

