

Commercial Alteration Permit Application Guide

This document is intended to offer guidance for the permit application process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.

This guide contains minimum permit application filing requirements for alterations to existing commercial structures.

QUICK TIPS

Accela Instructions

See [Guide to Starting an Online Permit Application](#) for easy-to-follow instructions.

Permit Application Type

Select Accela Record Type:

- Commercial Building Alterations (Renovations).

Important Note

Although not necessary for permit application filing with Construction Services, permit issuance for commercial alterations may require submission and review of a City of Tampa Utility Application.

For additional information, please contact:

WaterCommitment@tampagov.net

WastewaterCommitment@tampagov.net

Important Note

Use of an incorrect record type may delay your permit.

Examples

- Tenant build-outs.
- Change of use/occupancy.
- Interior remodel (e.g., office, church, condo)

Important Note

Condos, though residentially occupied, require commercial permits!



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This guide contains minimum permit application filing requirements.

SITE PLANS (when required)

- S1. Project address or legal description.
- S2. Elevations (NAVD 88 Datum).
 - a. All existing and proposed site elevations.
 - b. Finished floor elevations of all 1st floor space.
- S3. Flood Zone identification and flood demarcation line if property is a mixed region.
- S4. Roadway centerline elevation.
- S5. Existing conditions and associated site demolition/improvement plan.
- S6. Trees.
 - a. Location, species, and sizes of all trees within 20' of construction area.
 - b. Tree barricade locations and details.
 - c. Tree mitigation table.
- S7. Locations of proposed structure(s), driveway(s), sidewalk(s), and utilities on site.
- S8. Distances between proposed structure(s), any existing structures, and property lines.
- S9. Drainage plan with cross sections.
- S10. Soil report, notes, and calculations.
- S11. Site utility plan.
- S12. Easements (public and private).

BUILDING PLANS

- B1. Project address or legal description.
- B2. Sheet Index.
- B3. Code identification listing all applicable FBC, NFPA, FFPC, and NEC Code references.
- B4. Building Construction Type.
- B5. Scope of work.
- B6. Scaled floor plan with room labels and dimensions.
- B7. Termite protection notes (when required).
- B8. Florida Product Approvals (when required).
- B9. Exterior building elevation views (when required).
- B10. Structural detail design criteria (when required).
 - a. Wind speed/pressure.
 - b. Roof and floor live/dead loads.
- B11. Foundation plan, section, and details (when required).
- B12. Floor and roof framing plans, including section/details (when required).
- B13. Exterior and interior wall sections (when required).
- B14. Height and area calculations.
- B15. Life safety (egress) plan.
- B16. Proposed occupancy and use.

QUICK TIPS

Signature Requirements

Site plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Site plans are required for:

- Change of use/occupancy type projects
- Projects that include exterior alteration (e.g. driveway) with tenant improvement work.

Signature Requirements

Building plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Please see [Clarification Section](#) at the end of this document for examples on items marked as "when required."

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MECHANICAL PLANS (when required)

- M1. Project address or legal description.
- M2. Current FBC (Mechanical) reference.
- M3. Floor plan showing layout of the following, as applicable:
 - a. Proposed mechanical system.
 - b. Duct work and vents.
 - c. Equipment and appliances.
- M4. Heating and cooling loads (performance specifications).

ELECTRICAL PLANS (when required)

- E1. Project address or legal description.
- E2. Current NEC reference.
- E3. Floor plan showing layout of the following, as applicable:
 - a. Proposed electrical system.
 - b. Associated fixtures, devices, and equipment.
- E4. Load calculations.
- E5. Electrical panel schedule.
- E6. Electrical riser diagram.

PLUMBING PLANS (when required)

- P1. Project address or legal description.
- P2. Current FBC (Plumbing) reference.
- P3. Floor plan showing layout of the following, as applicable:
 - a. Proposed piping, fixtures, materials.

QUICK TIPS

Signature Requirements

Mechanical plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Mechanical plans are required when the scope of work includes the installation and/or relocation of equipment such as HVAC, refrigeration, etc.

Signature Requirements

Electrical plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Electrical plans are required when the scope of work includes the installation and/or relocation of wiring, circuits, emergency systems, etc.

Signature Requirements

Plumbing plans must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Plumbing plans are required when the scope of work includes installation and/or relocation of equipment such as fixtures, grease traps, water supply, sewer drainage, etc.

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ENERGY CALCULATIONS (when required)

- EC1. Calculations prepared by Energy Software approved by the Florida Building Commission, including input report.
- or-
- EC2. Current Form C402A.

QUICK TIPS

Signature Requirements

Energy Calculations must be signed and sealed by a Florida licensed Architect or Engineer.

When Required

Energy Calculations are required if scope of work includes heating, ventilation, and/or air-conditioning (HVAC).

Variations

PRIVATE PROVIDER PACKAGE (when required)

- PP1. Notice to Building Official.
- PP2. Duly Authorized Representative (DAR) Personnel Identification.
- PP3. Compliance Affidavit.
- a. All plans reviewed by the Private Provider must have a Private Provider stamp.
 - b. Energy Calculations must have a Private Provider stamp.
- PP4. Contact Reference Form.

Signature Requirements

Notice to Building Official must have *notarized* signature from Property Owner.

Compliance Affidavit must have *notarized* signature from Private Provider.

When Required

Documentation must be submitted with project application if Private Provider firm is performing plan review services.

Important Note Projects with Private Provider Inspections Only

Although not a requirement for application acceptance, clients who intend to use Private Provider Inspections only are strongly encouraged to submit their documentation with the permit submittal to mitigate avoidable delays after issuance. (Submit all items above, except for PP3.)

If the Private Provider has not yet registered with the City of Tampa, please visit our website for additional details: [Private Provider Registration Checklist](#).

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FEMA SUBSTANTIAL IMPROVEMENT DOCS (when required)

- F1. [FEMA Substantial Improvement \(SI\) Determination.](#)

QUICK TIPS

Signature Requirements

The SI Determination must be signed by the Applicant.

When Required

Documentation must be submitted with project application if structure stands in a FEMA Special Flood Hazard Area (SFHA).

THRESHOLD DOCUMENTS (when required)

- T1. Notarized Statement from the Property Owner identifying the General Contractor and Special Inspector.
- T2. Special Inspection Schedule.
 - a. May be on a separate document, OR
 - b. Included in the uploaded Building Plans.
- T3. Signed/sealed letter from the Special Inspector that must include:
 - a. Acknowledgement that they have been retained by Property Owner for the project.
 - b. Agreement with the Special Inspection Schedule.
- T4. Shoring/reshoring plans (if applicable).
 - a. If shoring is not required, a declaratory statement that no shoring will be required for the construction must be provided (may be integrated into the letter from Special Inspector).

Signature Requirements

The Statement identifying the general contractor and special inspector must be signed by the Property Owner.

The Special Inspection Schedule must be signed/sealed by the Architect/Engineer of Record.

Shoring/reshoring plans must be signed/sealed by the Shoring Engineer (which may be different from the designer of record).

When Required

Threshold Documents are required for all new construction that meets or exceeds any of the following criteria:

Greater than three (3) stories.

-OR-

Greater than 50 feet in height.

-OR-

Building which has an Assembly occupancy classification that exceeds 5,000 sq. ft. in area and an occupant content of greater than 500 persons.

F.S. 553.71(12)

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When Required Clarification (Building Plans)

Termite protection notes. Example: Installation of new footer to support load bearing wall. In general, required when soil is disturbed/slab poured.

Florida Product Approvals. Example: Scope of work includes installation of exterior windows, doors, roof materials, siding, etc.

Exterior building elevation views. Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).

Structural Design Criteria. Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).

Foundation plan, section, and details. Example: Scope of work includes new foundation or repair to existing foundation (e.g., installation of a new footer to support a load bearing wall).

Floor and roof framing plans, including section/details. Example: Scope of work includes repair, replacement, or installation of floor/roof trusses.

Exterior and interior wall sections. Example: Scope of work includes repair, replacement, or installation of exterior/interior walls.

Location of equipment. Example: Scope of work includes replacement/installation of equipment such as HVAC, water heater, etc.

QUICK TIPS

Examples

This section is intended to offer guidance on the items marked as “when required” on the Building Plan checklist.

Examples are not intended to be all-inclusive.