



# Commercial Perimeter Wall

## 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 commercial perimeter walls.

### QUICK TIPS

#### Accela Instructions

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

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## Permit Application Type

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Select Accela Record Type:

- Commercial Miscellaneous.
- Permit Category: Walls.
- Permit Type: Privacy/Retaining Wall.

#### Important Note

Use of an incorrect record type may delay your permit.



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This guide contains minimum permit application filing requirements.

### SITE PLANS

- S1. Project address or legal description.
- S2. Property lines.
- S3. Elevations (NAVD 88 Datum).
  - a. All existing and proposed assumed site elevations.
- S4. Location and dimensions.
  - a. Proposed wall.
  - b. All property lines.
  - c. On-site structures.
- S5. Trees.
  - a. Location, species, and sizes of all trees within 20' of construction area.
  - b. Tree barricade locations and details.
  - c. Tree mitigation table.
- S6. Easements (public and private).
- S7. Wall cross section.

### QUICK TIPS

#### Signature Requirements

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

### TOPOGRAPHICAL SURVEY

- TS1. Legal description.
- TS2. Property lines.
- TS3. Elevations (NAVD 88 Datum).
  - a. All site elevations.
- TS4. Flood Zone identification and flood demarcation line if property is a mixed region.
- TS5. Location of existing site conditions, including items such as structure(s), driveway, and sidewalks on site.
- TS6. Location, species, and sizes of all trees within 20' of construction area.
- TS7. Roadway centerline elevation.

#### Signature Requirements

Surveys of any kind must be signed and sealed by a Florida licensed Surveyor.

### BUILDING PLANS

- B1. Project address or legal description.
- B2. Current Florida Building Code reference.
- B3. Scope of work.
- B4. Structural detail design criteria.
- B5. Wall height detail.

#### Signature Requirements

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

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## 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.

### 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](#).

### QUICK TIPS

#### 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.