



Accela Guide Select the Correct Permit Application Type

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OVERVIEW – COMMERCIAL VS. RESIDENTIAL

Commercial Permit Applications should be used for the following:

- Condo units
- Multi-family (triplex or more units)
- Apartment buildings
- Businesses of all types

Residential Permit Applications should be used for the following:

- Single-family dwellings
- Two-family dwellings (duplex)

NEW CONSTRUCTION AND ADDITIONS

Use this application type when building a new structure or an addition to an existing structure. Examples include but are not limited to:

- New construction of a primary or accessory structure (e.g., detached garage).
- Converting a covered patio or deck to living space.
- Converting space that is currently not air-conditioned into newly air-conditioned space (e.g., carport, attached or detached garage, porch, attic, accessory structure).
- Increasing the footprint of an existing structure.
- Adding a second story to an existing structure.

BUILDING ALTERATIONS

Use this application type for remodeling an existing structure. Examples include but are not limited to:

- Bathroom remodel.
- Change of use/occupancy.
- Kitchen remodel.
- Structural and non-structural remodels.
- Tenant buildouts (commercial only).

QUICK TIPS

Most Common Error!

The most common application error is the submission of a residential application for condo units.

Condo units require a commercial permit application.

Requirements

Building Plans are required for new construction and addition projects. Please reference our Permit Guides for details:

[Commercial New Construction](#)
[Commercial Addition](#)

[Residential New Construction](#)
[Residential Addition](#)

Requirements

Building Plans are required for building alterations. Please reference our Permit Guides for details:

[Commercial Alterations](#)
[Residential Alterations](#)

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TRADE PERMITS

Use this application type if work is limited to a single trade and requires a single inspection for completion. Examples include but are not limited to:

- HVAC changeouts
- Stucco, siding, or drywall replacement greater than 500 sq. ft.
- Replacing electrical service panel
- Removing and replacing bathroom fixtures and/or piping
- Tear-off and re-roof greater than 500 sq. ft.

MISCELLANEOUS

Use this application type for all other work that does not fall into the categories of New Construction and Additions, Alterations, Demolition, or Trade Permits.

When filling out this application, please search for the appropriate sub-category that best suits your scope of work before selecting “General” as a last option. If you are unsure which sub-category to select, please reach out to Construction Services by calling (813) 274-3100, option 1.

Examples are listed below, but you can find a full list on our [Miscellaneous Fee Schedule](#).

Examples of Miscellaneous projects include, but are not limited to:

- Sign
- Carport
- Construction trailer (greater than 750 sq. ft. and any size off site)
- Deck
- Different size windows and doors
- Driveway
- Fire sprinkler and alarm
- Gazebo
- Generator
- Mobile home installation
- Pergola
- Pool and pool cage
- Porch
- Retaining wall
- Screen room
- Seawall and dock
- Shed (Commercial any size; Residential greater than 120 sq. ft.)
- Sunroom

QUICK TIPS

Requirements

Building Plans are not required for single trade permits.

Important Note

On-site construction trailers less than or equal to 750 sq. ft. do not require plan review and therefore do not require a Miscellaneous permit.

- Single-trade permits should be pulled for these types of trailers for electrical and plumbing hookups.

Off-site construction trailers (any size) require plan review. As such, a Miscellaneous permit is necessary.

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DEMOLITION

Use this application type if you are demolishing a structure in its entirety.

Examples include but are not limited to:

- Complete demolition of a single-family dwelling
- Complete demolition of a pool/deck
 - **Permit Exemption:** If pool decking remains, holes are punched into the concrete bottom and pool is filled with dirt, then no permit is required.
- Complete demolition of a shed.
 - **Permit Exemption:** Residential sheds 150 sq. ft. or less do not require a permit.

QUICK TIPS

Important Note

Demolition applications should **not** be used for partial or exploratory demolition work. These must be submitted under a Building Alterations permit application.

Requirements

A Site Plan is required for all Commercial demolition.

[Demolition Signoffs](#) are required.