



# Condominium 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 condominium units.

## QUICK TIPS

### Accela Instructions

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

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## Permit Application Type

Select Accela Record Type:

- Commercial Building Alterations (Renovations).

### Important Note

Use of an incorrect record type may delay your permit.

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## Examples

- Interior remodel of an existing condominium unit.

### Important Note

Condos, though residentially occupied, require commercial permits!



# Condominium Alterations

## Permit Application Guide

This guide contains minimum permit application filing requirements.

### BUILDING PLANS

- B1. Project address or legal description.
- B2. Current Florida Building Code reference.
- B3. Scope of work.
- B4. Scaled floor plan with room labels and dimensions.
- B5. Location of equipment (for example: scope of work includes replacement/installation of equipment such as HVAC, water heater, etc.).

### BUILDING PLAN SIGNATURE REQUIREMENTS

If the scope of work includes the removal of a wall, a letter from a Florida-licensed Architect or Engineer will be required to certify that the wall is non-load bearing.

#### Wall is Load Bearing

If it has been determined that the wall is load bearing, the plan(s) must be signed and sealed by a Florida-licensed Architect or Engineer.

#### Wall is Non-Load Bearing

If it has been determined that the wall is non-load bearing, the plan(s) may be signed by:

- a) Florida-licensed Architect or Engineer, **OR**
- b) Florida-licensed General/Building contractor. Contractor must include the following information:
  - 1. Contractor's printed name.
  - 2. Company name.
  - 3. License number.
  - 4. Signature.
  - 5. Date.

### QUICK TIPS

#### IMPORTANT NOTE

Residential contractors are not licensed to sign plans and perform work on condominium projects.

# Condominium Alterations

## Permit Application Guide

### 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.
- 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](#).

#### FEMA SUBSTANTIAL IMPROVEMENT DOCS (when required)

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

#### Signature Requirements

Notice to Building Official must have *notarized* signature from Condominium 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.

#### 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).