Residential New Construction
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 new primary residential structures.

Accela Instructions: See Guide to Starting an Online Permit Application for easy-to-follow instructions.

Permit Application Type (Important Note: Use of incorrect record type may delay your permit.)
Select Accela Record Type: Residential New Construction and Additions (1 and 2 Family)

Important Note: You must start a Residential Utility Application prior to applying for your building permit. This is one of the minimum sufficiency items and a condition of acceptance for the building permit application.

Failure to submit this separate application will delay issuance of your building permit.

Select Accela Record Type: Residential Utility Application

For additional information, please contact:

WaterCommitment@tampagov.net

WastewaterCommitment@tampagov.net

Projects in Flood Zones: Development that is wholly or partially within any flood hazard area must also incorporate the specifications contained in the Technical Guide – Flood Requirements for Residential New Construction

Site Plans

1. Project address or legal description.
2. Property lines.
3. Elevations (NAVD 88 Datum).
    a. All existing and proposed site elevations.
    b. Finished floor elevations of all 1st floor space.
4. Flood Zone identification and flood demarcation line if property is a mixed region.
5. Roadway centerline elevation.
6. Existing conditions and associated site demolition/improvement plan.
7. Trees.
    a. Location, species, and sizes of all trees within 20’ of construction area.
    b. Tree barricade locations and details.
    c. Tree mitigation table.

8. Locations of proposed structure(s), driveway(s), sidewalk(s), and utilities on site.
9. Distances between proposed structure(s), any existing structures, and property lines.
10. Drainage plan with cross sections.
11. Easements (public and private).

Signature Requirements

There are no signature requirements for Residential site plans.

Topographical

1. Legal description.
2. Property lines.
3. Elevations (NAVD 88 Datum).
    a. All site elevations.
4. Flood Zone identification and flood demarcation line if property is a mixed region.
5. Location of existing site conditions, including items such as structure(s), driveway, and sidewalks on site.
6. Location, species, and sizes of all trees within 20’ of construction area.
7. Roadway centerline elevation.

Signature Requirements

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

Building Plans

1. Project address or legal description.

2. Current Florida Building Code Residential reference.
3. Scope of work.
4. Scaled floor plan with room labels and dimensions.
5. Termite protection notes.
6. Florida product approvals (e.g., roof materials, windows, doors).
7. Exterior building elevation views.
8. Structural detail design criteria.
    a. Wind speed/pressure.
    b. Roof and floor live/dead loads.
9. Foundation plan, section, and details.
10. Floor and roof framing plans, including section/details.
11. Exterior and interior wall sections.
12. Location of equipment (e.g., HVAC, water heater).

Signature Requirements

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

Energy

1. Calculations prepared by Energy Software approved by the Florida Building Commission, including input report.
    a. -or-
2. Current Form R402.

a. Current Florida Building Code Residential Reference.

b. Street address of project site.

c. Energy Performance Level (EPL) Display Card must include project street address on the *Address of New Home* line.

Signature Requirements

Calculations must be signed and dated by the Preparer on the *Prepared By* line.

Signed and dated by the Property Owner or Owner's Agent on the *Owner/Agent* line.

The EPL card must be signed and dated by the Builder.

Topographical Presentation Options

Topographical Survey Information

It is allowable to imbed the topographical survey information onto the site plan. However, if this method is used, it must still be signed/sealed by a Florida licensed Surveyor.

Trees

Information may be submitted as a separate certified arborist report that complements the survey for locating and identifying the trees.

Variations

Private Provider Package (when required)

1. Notice to Building Official.
2. Duly Authorized Representative (DAR) Personnel Identification.
3. 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.

4. 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

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 # 3.)

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