PERMIT APPLICATION TYPES

Use
RESIDENTIAL PERMIT APPLICATIONS
for
Single-Family Homes & Duplexes

Use
COMMERCIAL PERMIT APPLICATIONS
for
Condo Units, Apartments, Businesses

NEW CONSTRUCTION AND ADDITIONS

Use this application type when building a new structure or an addition to an existing structure. Building plans are required.

Examples include but are not limited to:

- New construction of a primary structure or accessory structure (e.g., detached garage or mother-in-law suite)
- Converting a covered patio or deck to living space
- Converting an attached garage to living space
- Converting attic space to living space
- Enclosing a carport attached to a house
- Increasing the footprint of an existing structure
- Adding a second story to an existing structure

BUILDING ALTERATIONS (TENANT IMPROVEMENTS/RENOVATIONS)

Use this application type for remodeling an existing structure. Building plans are required.

Examples of Building Alterations include:

- Bathroom remodels
- Converting a detached garage to living space
- Kitchen remodels
- Non-structural remodels

IMPORTANT NOTE
This application type should not be used for additions. Additions must be permitted under New Construction and Additions.

TRADE PERMITS

Use this application type if work includes a single trade and requires a single inspection for completion. Building plans are not required.

Examples include, but are not limited to:

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

PERMIT EXEMPTION
Stucco, siding, or drywall work on an area 500 sq. ft. or less does not require a permit.

PERMIT EXEMPTION
Re-roofs of an area 500 sq. ft. or less do not require a permit.

DEMOLITION

Use this application type if you are demolishing a structure in its entirety. A Site Plan is required for all Commercial demolition.

Examples include:

- Demolishing a house
- Demolishing and removing a pool/ deck
- Demolishing and removing a shed larger than 150 square feet (residential or commercial)

PERMIT EXEMPTION
If pool decking remains, holes are punched into the concrete bottom and pool is filled with dirt, then no permit is required.

IMPORTANT NOTE
Demolition applications should not be used for partial demolition or exploratory demolition work. These must be submitted under a Building Alterations permit application (residential or commercial).

PERMIT EXEMPTION
Residential sheds 150 sq. ft. or less do not require a permit.

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. Building plans are required.

Note: *When filling out this application, please search for the appropriate subcategory that best fits your scope of work before selecting "General" as a last option. If you are unsure which subcategory 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:

- Building signs
- Carports
- Construction trailers greater than 750 sq. ft. and on-site
- Decks
- Different size windows and doors
- Fire sprinklers and alarms
- Gazebos
- Generators
- Mobile home installation
- Pergolas
- Pools and pool cages
- Porch
- Retaining walls
- Screen rooms
- Seawalls and docks
- Sheds
- Sun rooms

IMPORTANT NOTE ON CONSTRUCTION TRAILERS

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 require plan review and therefore require a Miscellaneous permit regardless of the size of the trailer.