

## 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.*