Condominium Alterations

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 condominium alterations.

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: Commercial Building Alterations (Renovations)

Examples: interior remodel of an existing condominium unit. (Condos, though residentially occupied, require commercial permits!)

Building Plans

1. Project address or legal description.

2. Current Florida Building Code reference.
3. Scope of work.
4. Scaled floor plan with room labels and dimensions.
5. Location of equipment (for example: scope of work includes replacement/installation of equipment such as HVAC, water heater, etc.).

Building Plan Signature

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.

Important Note

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

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.
4. Contact Reference Form.

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.

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)

1. FEMA Substantial Improvement (SI) Determination.

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).