Residential Addition

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 residential addition.

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)

Examples:

1. Enlarging footprint of existing home
2. Second floor addition to primary residential or accessory structure

3. Converting a carport, porch, garage (attached or detached), or accessory structure into living space (converting space that is currently not air-conditioned into newly air-conditioned space)

Site Plans

1. Project address or legal description.
2. Property lines.
3. Elevations.
    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 Survey (when required)

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.

When Required

A topographical survey is required if the addition is 1,000 square feet or more.

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 Calculations

1. Calculations prepared by Energy Software approved by the Florida Building Commission, including input report -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.

-and-

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

-and-

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 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.

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.

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 services.

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).