



## Commercial Addition

# Permit Application Guide

This guide contains minimum permit application filing requirements.

### Site Plans

1. Project address or legal description.
2. Elevations (NAVD 88 Datum).
  - a. All existing and proposed site elevations.
  - b. Finished floor elevations of all 1<sup>st</sup> floor space.
3. Flood Zone identification and flood demarcation line if property is a mixed region.
4. Roadway centerline elevation.
5. Existing conditions and associated site demolition/improvement plan.
6. Trees.
  - a. Location, species, and sizes of all trees within 20' of construction area.
  - b. Tree barricade locations and details.
  - c. Tree mitigation table.
7. Locations of proposed structure(s), driveway(s), sidewalk(s), and utilities on site.
8. Distances between proposed structure(s), any existing structures, and property lines.
9. Drainage plan with cross sections.
10. Soil report, notes, and calculations.
11. Site utility plan.

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12. Easements (public and private).

## **Signature Requirements**

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

## **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. Sheet Index.
3. Code identification listing all applicable FBC, NFPA, FFPC, and NEC Code references.
4. Building Construction Type.
5. Scope of work.

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6. Scaled floor plan with room labels and dimensions.
7. Termite protection notes (if applicable).
8. Florida Product Approvals (if applicable).
9. Exterior building elevation views (if applicable).
10. Structural detail design criteria (if applicable).
  - a. Wind speed/pressure.
  - b. Roof and floor live/dead loads.
11. Foundation plan, section, and details (if applicable).
12. Floor and roof framing plans, including section/details (if applicable).
13. Exterior and interior wall sections (if applicable).
14. Height and area calculations.
15. Life safety (egress) plan.
16. Proposed occupancy and use.

## **Signature Requirements**

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

## **Mechanical Plans**

1. Project address or legal description.
2. Current FBC (Mechanical) reference.
3. Floor plan showing layout of the following, as applicable:
  - a. Proposed mechanical system.

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- b. Duct work and vents.
  - c. Equipment and appliances.
4. Heating and cooling loads (performance specifications).

## **Signature Requirements**

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

## **Electrical Plans**

1. Project address or legal description.
2. Current NEC reference.
3. Floor plan showing layout of the following, as applicable:
  - a. Proposed electrical system.
  - b. Associated fixtures, devices, and equipment.
4. Load calculations.
5. Electrical panel schedule.
6. Electrical riser diagram.

## **Signature Requirements**

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

## **Plumbing Plans**

1. Project address or legal description.
2. Current FBC (Plumbing) reference.
3. Floor plan showing layout of the following, as applicable:

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- a. Proposed piping, fixtures, materials.

### Signature Requirements

Plumbing 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 C402A.

### Signature Requirements

Energy Calculations must be signed and sealed by a Florida licensed Architect or Engineer.

### Variations

#### Private Provider Package (when requires)

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.

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### 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

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).

### Threshold Documents (when required)

1. Notarized Statement from the Property Owner identifying the General Contractor and Special Inspector.
2. Special Inspection Schedule.
  - a. May be on a separate document, OR
  - b. Included in the uploaded Building Plans.

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3. Signed/sealed letter from the Special Inspector that must include:
  - a. Acknowledgement that they have been retained by Property Owner for the project.
  - b. Agreement with the Special Inspection Schedule.
4. Shoring/reshoring plans (if applicable).
  - a. If shoring is not required, a declaratory statement that no shoring will be required for the construction must be provided (may be integrated into the letter from Special Inspector).

## Signature Requirements

The Statement identifying the general contractor and special inspector must be signed by the Property Owner.

The Special Inspection Schedule must be signed/sealed by the Architect/Engineer of Record.

Shoring/reshoring plans must be signed/sealed by the Shoring Engineer (which may be different from the designer of record).

## When Required

Threshold Documents are required for all new construction that meets or exceeds any of the following criteria:

Greater than three (3) stories.

-OR-

Greater than 50 feet in height.

-OR-

Building which has an Assembly occupancy classification that exceeds 5,000 sq. ft. in area and an occupant content of greater than 500 persons.