



Construction Services Division

1400 N. Boulevard
Tampa, FL 33607
Phone:(813) 274-3100
Fax: (813) 259-1712
www.tampagov.net/permits

Commercial Building
Alterations Application

Section 1

Instructions: Please use this application for all alterations to a commercial building. Complete all sections that apply and provide a detailed description of the work.

General Information (Please type or print in ink).

Section 2

Applicant Type

Owner Licensed Professional Authorized Agent Other

Applicant Name
Organization Name
Address
City, State, and Zip
Email
Phone

Section 3

Licensed Professional Name (Primary Contractor)

Name
License Number
Organization Name
Address
City, State, and Zip
Email
Phone

Section 4

Job Address and Description of Work

Note: If application also involves partial or complete demolition, please fill out separate Demolition Signoff form.

[Blank lines for job address and description]

Review Type

Standard Plan Review Expedited Plan Review (Supervisor approval required and additional fee applies)

Type of Alteration

Alt. Level 1 Alt. Level 2 Alt. Level 3

Construction Type

1A 1B 2A 2B 3A 3B 4 5A 5B

Section 5

Occupancy Type

- Assembly
 Business
 Educational
 Factory-Industrial
 High-Hazard
 Institutional
 Mercantile
 Residential (≥ 3 units)
 Storage
 Utility and Accessory

Occupancy Category (Please specify and describe category, e.g. A- restaurant, B- office, etc)

- A _____
 B _____
 E _____
 F _____
 H _____
 I _____
 M _____
 R _____
 S _____
 U _____

Section 6

Project Details

Alteration Sq. Ft _____

Job Value _____

Building Height (Ft) _____

Building Height (Stories) _____

TECO Layout No. _____

Number of Bathrooms _____

Number of Bedrooms _____

Design Occupant Load _____

Change of Use

- Yes
 No

Change of Occupancy

- Yes
 No

Early Start Requested

- Yes
 No

Work Performed in Right-of-Way?

- Yes
 No

Section 7

Sprinkler System Type

Addition New Relocation

Fire Alarm System Type

Modification New

Sprinkler System Plans Submitted

Yes No

Fire Alarm System Plans Submitted

Yes No

Section 8

General Contractor

Name _____

License Number _____ Phone _____

Email _____

Electrical Contractor

Name _____

License Number _____ Phone _____

Email _____

Mechanical Contractor

Name _____

License Number _____ Phone _____

Email _____

Plumbing Contractor

Name _____

License Number _____ Phone _____

Email _____

Fire Contractor

Name _____

License Number _____ Phone _____

Email _____

Specialty Contractor

Name _____

License Number _____ Phone _____

Email _____



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**Commercial
 Sufficiency Guidelines**

Please use the checklist to verify that your application and plans/ documents are complete and sufficient for permit submittal. A complete and thorough application submittal will ensure a timely review and response. If you have any questions, please contact our office for pre-application assistance.

Sec. A	GENERAL INTAKE REQUIREMENTS	YES	NO	N/A
1.	Fully completed permit application.			
2.	Complete water and wastewater application with one site plan for all new construction.			
3.	If threshold building, provide required engineering documents.			
4.	If private provider is being utilized, provide required forms/ documents.			
Sec. B	SPECIAL DESIGN REVIEW REQUIREMENTS			
1.	Is the property in a Special Flood Hazard Area?			
a.	New Construction			
b.	Existing Construction - Cost breakdown for substantial improvement			
2.	Is the property in a Design Review District?			
a.	ARC (Plans must be stamped or appropriate documentation provided)			
b.	BLC (Plans must be stamped or appropriate documentation provided)			
c.	Overlay District (May require stamped approval)			
3.	Provide letter of approval for variance from VRB or Zoning Administrator			
4.	Is property located in a wind borne debris area?			
Sec. C	GENERAL PLAN REQUIREMENTS			
1.	All plans must be a <u>min of 18 x 24" in size</u> . (Signs, aluminum enclosures, DCA approved structures and sheds may be on 11 x 17" size)			
2.	Two (2) sets of signed and sealed building plans.			
3.	Two (2) sets of signed and sealed site plans.			
4.	Two (2) sets of energy forms and supporting documents (e.g. soil report, engineering calculations, etc.)			
Sec. D	SITE PLAN			
1.	Architectural Site Plan with data table showing site sq. ft., all site-related building and fire information, impervious coverage.			
2.	Plan showing locations of proposed additions / buildings/site utilities and legal description.			
3.	Certified topographical survey with proposed and existing construction areas on a 25 foot grid - NAVD 88 datum.			
4.	Tree Survey showing the location, size, and type of existing trees, trees less than 20' from property line.			
5.	Tree barricade locations and details, along with tree credit table.			
6.	Silt barricade locations and details, and sediment control plan.			
7.	Adjacent property elevations within 10' of property line.			
8.	Proposed building and parking setbacks.			
9.	Proposed driveway and sidewalk location and dimension			
10.	Proposed drainage plan, cross sections, finished floor elevation, roadway centerline elevation			
11.	Floor plan showing the seating capacity for restaurants, and other assembly uses (for zoning review).			
12.	Solid waste dumpster location and screening.			
Sec. E	BUILDING PLANS			
1.	Building Data Table showing all building information data.			
2.	Floor plans (min. scale 1/8" = 1' - 0"), Total square footage			
3.	Structural design criteria (applicable building code, wind speed, basic wind pressure, roof & floor live/dead loads			
4.	Foundation Plan			
5.	Floor and roof framing plans			
6.	Exterior and interior wall sections including fire rated walls			
7.	Structural details			
8.	Building components description, product approval information and specialty details, soil stabilization.			
9.	Door and window schedules.			
10.	Exterior building elevations.			
11.	Emergency generators and their locations (if exterior, show on the site plan).			
12.	Parking facilities layout and dimensions (such as stall widths, lengths, aisle widths, and compact parking spaces) that are located within the Building.			
13.	Electrical, plumbing and HVAC plans and details			

NOTICE TO PROPERTY OWNERS - F.S. 713

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

If you have hired a contractor to do the work, make sure that the contractor obtains the permit. The contractor's signature indicates he or she is responsible for the work, and if the work is not performed according to code, the City can require corrective action by the party who obtained the permit. Furthermore, if the contractor is not licensed, you can be in violation of state law by allowing an unlicensed person to do the work.

Since you or your contractor have applied for a building permit for work to be done on property you own, you should be aware that:

Any person who furnishes labor (a contractor, subcontractor or laborer) or supplies materials for your home repair, improvement or new construction may be able to file a claim (called a lien) against you if he has not been paid by your contractor or you. You are liable to subcontractors or suppliers if they are not paid by your contractor or yourself.

In order to protect yourself from paying twice, you must take the following steps:

Before any work is done by you or your contractor, immediately file or record a notice of commencement with the office of the Clerk of the Circuit Court. This step is required by the Florida Construction Lien Law, for all work greater than \$2500.00.

At the completion of work, require the contractor to give you a sworn notarized statement indicating all bills for labor and materials have been paid or a list naming those supplying labor and materials that have not been paid. Ask for the affidavit before making the last payment.

For further information on the Florida Construction Lien Law, you should read Chapter 713 of the Florida Statutes. This information is provided as required by law. Your local building permit office assumes no responsibility in this regard, and furnishing of this information does not imply that your contractor is unreliable.

Unlicensed Contractors: No person shall engage in the business or act in the capacity of a contractor without being duly registered or certified. Any person who violates this provision is guilty of a misdemeanor of the first degree, and may be punished by a prison term not exceeding one (1) year and/ or a fine not to exceed \$1,000. (Section 489.127, Florida Statutes).

ADVISORY

Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

APPLICANT ATTESTATION

Application is hereby made to obtain a building permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to comply with all applicable federal, state and local codes and laws regulating construction in the City of Tampa. Under penalty of perjury, I declare that all the information included in this building permit application along with the attached construction plans and specs is true, accurate and complete. I understand that the inclusion of any false or misleading information will render this permit application null and void. I further attest that the Florida Construction Lien Law (F.S.713) summary statement, as published by the Florida Department of Business and Professional Regulation, will be made available to the property owner. See www.tampagov.net/permits.

ASBESTOS NOTIFICATION STATEMENT - TAMPA CITY CODE SECTION 5-105.10

It is the owner's or operator's responsibility to comply with the provisions of F.S. § 469.003 and to notify the Department of Environmental Protection of her or his intentions to remove asbestos, when applicable, in accordance with state and federal law.

Print Name: _____

Signature: _____ Date: _____