



# STANDARD OPERATING PROCEDURES

## Construction Services Division

Subject: After-the-Fact Permits

Last Updated: 05/16/2018

Purpose: To establish procedural guidelines for Construction Services inspectors in regard to enforcing permitting requirements for work completed or started without permits.

Legal Authority: FBC 105; FBC 115

### Procedure

- Issue a Stop Work Order immediately in accordance with established Stop Work Order/ Work Without a Permit procedures, if not already completed.
- Identify the level and scope of work being performed without permits, and inform the individual(s) committing the violation of any and all construction documents and/ or plans that will be required when submitting for permits, including energy calculations, building plans signed and sealed by a Florida licensed professional architect or engineer, etc. Any changes to the footprint of the building will require a signed and sealed survey.
- Check to see whether any new structures or additions encroach on the property line. Inform the client of any findings in regard to encroachments and/or variances that may be required.
- Verify that any structure or addition being constructed without permits is allowable under the zoning designation of the lot in violation.
- Check for Natural Resources violations on the property.
- Identify any and all trades (Building, Mechanical, Electrical, Plumbing) involved in the work that is being completed without a permit, and inform the individual(s) committing the violation that a licensed contractor for each of the trades involved must be signed on to the permit.
- An inspection affidavit will be required for all covered work that has not been inspected by a City of Tampa inspector for each trade involved. The affidavit shall include the following:
  - Letterhead with the company or responsible party name, property address, and permit numbers.
  - Statement from the architect or engineer stating that the work performed meets the minimum standard of the Florida Building Code and detailed information of how it was verified.
  - Sign and seal of the architect or engineer attesting to the details in the affidavit.
- Perform a final inspection for each of the trade categories involved in the violation to ensure, to the best of the inspector's ability, that the work meets the minimum standard of the Florida Building Code. Ensure the inspection affidavit meets the requirements for inspection by affidavit and has been added to the permit record. Once complete, a final approval and closure of the permit will be entered.