

Residential 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 residential 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: Residential Building Alterations (Renovations)

Examples: Alterations on a single-family residence (SFR), two-family dwelling (duplex), or existing one-family townhouse unit (not more than 3 stories), for example:

1. Kitchen/bathroom remodel
2. Structural and non-structural remodels

Site Plans (when)

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.

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When Required

Site plans are required for:

Projects that include exterior alteration (e.g. exterior windows, doors).

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 (when required).
6. Florida product approvals (when required).
7. Exterior building elevation views (when required).
8. Structural detail design criteria (when required).
    a. Wind speed/pressure.
    b. Roof and floor live/dead loads.
9. Foundation plan, section, and details (when required).
10. Floor and roof framing plans, including section/details (when required).
11. Exterior and interior wall sections (when required).
12. Location of equipment (when required).

Signature Requirements

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

Variations

Private Provider Package (when)

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.

When Required

Documentation must be submitted with project application if Private Provider firm is performing plan review

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.

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Fima Substantial Improvements DOCS

FEMA Substantial Improvement (SI) Determination.

Clarification Section (Building Plans) Clarification Section (Building Plans)

Termite protection notes. Example: Installation of new footer to support load bearing wall. In general, required when soil is disturbed/slab poured.

Florida Product Approvals. Example: Scope of work includes installation of exterior windows, doors, roof materials, siding, etc.

Exterior building elevation views. Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).

Structural Design Criteria. Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).

Foundation plan, section, and details. Example: Scope of work includes new foundation or repair to existing foundation (e.g., installation of a new footer to support a load bearing wall).

Floor and roof framing plans, including section/details. Example: Scope of work includes repair, replacement, or installation of floor/roof trusses.

Exterior and interior wall sections. Example: Scope of work includes repair, replacement, or installation of exterior/interior walls.

Location of equipment. Example: Scope of work includes replacement/installation of equipment such as HVAC, water heater, etc.

Examples

This section is intended to offer guidance on the items marked as “when required” on the Building Plan checklist.

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).