

Residential Perimeter Wall

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 perimeter walls.

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 Miscellaneous
Permit Category: Walls
Permit Type: Privacy/Retaining Wall

Site Plans

1. Project address or legal description.
2. Property lines.
3. Elevations.
    a. All existing and proposed assumed site elevations.
4. Location and dimensions.
    a. Proposed wall.
    b. All property lines.
    c. On-site structures.
5. Trees.
    a. Location, species, and sizes of all trees within 20’ of construction area.
    b. Tree barricade locations and details.
    c. Tree mitigation table.
6. Easements (public and private).
7. Wall cross section.

Signature Requirements

There are no signature requirements for Residential site plans.

Building Plans

1. Project address or legal description.
2. Current Florida Building Code Residential reference.

3. Scope of work.
4. Structural detail design criteria.
5. Wall height detail.

Signature Requirements

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

Important Note

Perimeter walls without columns or lintels are not required to be signed and sealed.

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.

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 # 3.)

If the Private Provider has not yet registered with the City of Tampa, please visit our website for additional details: Private Provider Registration Checklist.