



City of Tampa Florida

POST-HURRICANE PERMITTING GUIDE

Updated April 2026

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Emergency Management Powers of the Mayor

In consideration of the type and extent of damage caused by a natural disaster, such as a hurricane, the Mayor of the City of Tampa may exercise their authority under City Code Section 2-403, Emergency Management Powers of the Mayor, to waive certain permit applications and fees to assist with the recovery process and lessen the burden of repairs.

Please note: The information contained herein applies ONLY to instances in which a declared disaster has occurred and ONLY AFTER the Mayor of the City of Tampa has exercised their Emergency Management Powers.

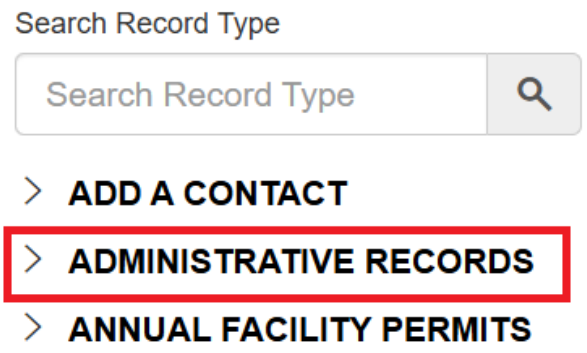
The posting of this post-disaster permitting guide is not intended to imply building permits and fees are currently waived, nor is it intended to imply tree permits are currently waived. If you have any questions regarding status of building permits and fees, or tree permits, please call (813) 274-3100, option 1.

Post-Hurricane Substantial Improvement Determination Process

Following a declared disaster and after the Mayor of the City of Tampa has exercised their Emergency Management Powers, if property being repaired is in a Special Flood Hazard Area (SFHA), a Substantial Improvement Determination (SID) form will be required regardless of whether a permit is required for the repair work, as follows:

- If a permit is required for the repair work, the SID form must be submitted as part of the permit application.
- If a permit is not required for the repair work, the SID form must still be submitted via Accela, using the “Administrative Records” option.

Please note: A screenshot of the “Administrative Records” option is included below. This option is not regularly available in Accela and is only activated following a declared disaster. Additionally, a copy of SID form can be found in Appendix B of this permitting guide.



Waiver of Building Permits

In the aftermath of a declared emergency and under implementation of the Mayor's Emergency Management Powers, the following actions do not require a building permit from Construction Services:

Roofing

New roof covering, or the recovering, re-roofing or repairing of an existing roof covering.

Limits: Five hundred (500) square feet or less. Any covering, recovering, re-roofing or repairs that exceed five hundred (500) square feet will require a permit.



Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work

Limits: Work is limited to standalone finishing ONLY. If electrical and plumbing are performed in conjunction with finishing work, the combined work will require a permit.



Fence Repair and Replacement

Limits: Fence being repaired and/or replaced must not cross property lines into adjacent neighbor.



Drywall Repair

Limits: Limited to two (2) feet or less from the finished floor (“flood cut”).



Exterior Front or Rear Door Replacement (size for size)

Limits:

- Doors must be size for size with no change to openings
- Does not include garage door replacement

A permit is always required for:

- Garage door replacement
- Relocating, closing, reducing or increasing the openings for a front or rear door



Post-Hurricane Building Permit Fee Process

In the aftermath of a declared emergency and under implementation of the Mayor's Emergency Management Powers, the following actions still require a permit, but fees will be waived.

1. Residential Building Alterations (BLD) permits for:
    a) Storm-related wall repair/wall replacement
    b) Storm-related partial/interior demolition
2. Trade (BTR) permits, as outlined in the chart below:

Activity	Type of Trade Permit Needed
Roof repair/replacement over 500 Square Feet	**Residential Roof Trade**
Electrical-related work related to storm damage	**Residential Electrical Trade**
Garage door replacement	**Residential Building Trade**
HVAC mechanical change-out	**Residential Mechanical Trade**
Hot water heater change-out	**Residential Plumbing Trade + Residential Electrical Trade**

Please Note: The waiver of building permit fees for the activities outlined in the chart above apply ONLY to storm-related damage following a declared disaster and ONLY AFTER the Mayor of the City of Tampa has exercised their Emergency Management Powers.

If a homeowner is performing any of the construction activities outlined above (whether under a Residential Building Alterations or a Trade permit) in lieu of utilizing a licensed contractor, the property owner will also need to fill out and sign an Owner-Builder Acknowledgement Form.

See copy of Owner-Builder Acknowledgement Form in Appendix A of this permitting guide.

Post-Hurricane Tree Removal and Pruning Process

Fallen Trees Due to a Storm

Trees that have been uprooted because of either hurricane (or otherwise damaged to such a degree causing the tree or significant portions of the tree to fall) present an unacceptable risk to people or property and may be removed without requiring a permit or the planting of mitigation trees. This applies to all property in the City – single family residential, multi-family residential and non-residential.

Damaged Trees Due to a Storm

If the extent of the damage caused by the hurricanes results in the tree presenting an unacceptable risk to people or property, a permit is not required to prune, trim or remove the tree nor will the planting of mitigation trees be required. This applies to all property in the City – single family residential, multi-family residential and non-residential.

PLEASE READ CAREFULLY

Waiver of permitting requirements for removal and/or pruning of trees applies ONLY to storm-related activities and ONLY to instances in which a declared disaster has occurred and ONLY AFTER the Mayor of the City of Tampa has exercised their Emergency Management Powers. The information contained within this section is NOT intended to apply to every storm, ONLY those storms that meet the aforementioned criteria.
If a property owner is determined to have pruned and/or removed non-storm-damaged trees, without a permit, the property owner may be subject to the following:

1. Triple permit fee (after-the-fact tree removal/pruning permit)
2. Planting of penalty trees
3. Planting of mitigation trees

Penalty of up to $15,000 (per tree) by the City of Tampa Code Enforcement Special

Magistrate

Please note: Regarding item #4, the Special Magistrate penalty is <u>in addition to</u> any fees associated with items #1, #2, and #3 above.

General Contact Information and Helpful Links

City Center at Hanna Avenue

Construction Services

2555 E Hanna Ave

Tampa, FL 33610

Phone Numbers:

(813) 274-3100, Option 1 – Construction Services (Questions related to construction permits and permit requirements)

(813) 274-5744 – Tree Emergency Hotline (Questions related to pruning of trees in the Right of Way or alleyways)

Office Hours:

Monday – Friday (8:00AM – 4:00PM)

Email	Group	Function
CSDHelp@tampagov.net	Client Facilitation	Questions related to permits and permit requirements
CSDPlanReview@tampagov.net	Plan Review	Questions related to code elements during design phase
CSDInspections@tampagov.net	Inspections	Questions related to inspections and Stop Work Orders
CSDCompliance@tampagov.net	Compliance	Questions related to Work Without a Permit and infractions
TreeQuestions@tampagov.net	Trees	Questions related to tree pruning, removal, and TRE records
FloodFocus@tampagov.net	Flood Code	Questions related to Substantial Damage Letters
CustomerServGroup@tampagov.net	Enforcement	Questions related to hazardous structures

Link	Webpage	Function
https://aca.tampagov.net	Accela	Online permitting homepage
www.tampa.gov/construction-services	Construction Services	Construction Services homepage
https://qup.tampa.gov	Q-Up Tampa	Use to schedule a virtual meeting with CSD staff
www.tampa.gov/floodinfo	Flood Information	Link to flood information

QR Code	Webpage
	Q-Up Tampa
	Flood Information

Appendix A – Owner Builder Acknowledgement

For a fillable, PDF copy of this form and accompanying instructions, please visit our website at:

https://www.tampa.gov/document/owner-builder-acknowledgement-form-39756



City of Tampa Florida

OWNER-BUILDER ACKNOWLEDGEMENT FORM

IMPORTANT: Please read all conditions before signing.

Record ID No. _____ (Quick Tip: Record ID = Permit Number.)

Property Address: _____

IMPORTANT: Before signing, please review an important message from the Florida Department of Business and Professional Regulation (DBPR) regarding the Dangers and Risks of Pulling an Owner-Builder Permit.

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for those injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

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Owner-Builder Acknowledgement Form

1. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders, as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
2. I am aware of the necessary construction practices for the work that I will be doing. I am sufficiently aware of the Florida Building Code to conduct this work and I have access to the Florida Building Code.
3. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/DBPR for more information about licensed contractors.
4. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
5. I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.
6. Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professionals Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is property licensed and the status of the contractor's workers' compensation coverage.

I, the owner of the property located at _____
do hereby state that I am qualified and capable of performing the requested scope of construction involved with the application for Record ID No. _____ and agree to the aforementioned conditions.

_____	_____	_____
Print Name of Owner-Builder	Signature of Owner-Builder	Date

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a $1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

Remember, it is illegal to act as a contractor without proper certification and licensing. Failure to file a Notice of Commencement may result in your paying twice for improvements to your property. Consult your lender or attorney if you have any questions.

Appendix B – Substantial Improvement/Damage Determination

For a fillable, PDF copy of this form and accompanying instructions, please visit our website at:
https://www.tampa.gov/document/fema-substantial-improvement-and-damage

Last Updated: 12/09/2024

SUBSTANTIAL IMPROVEMENT/DAMAGE DETERMINATION

PROJECT INFORMATION (TO BE COMPLETED BY APPLICANT)

OWNER'S NAME: _____ PROJECT NUMBER (RECORD ID): _____

PROPERTY ADDRESS: _____ DATE STRUCTURE BUILT: _____

☐ ADDITION ☐ REMODELING ☐ ADDITION & REMODEL ☐ OTHER

Important Note: Fields A, B, and C below are required. Please see the instructions included on the cover sheet of this form for information on how to obtain the values for items B and C.

A. Total sq. ft. of Construction Area: _____

B. Sq. Ft. Cost of Construction per ICC Table: $ _____

C. Cost of Construction (Multiply A x B): $ _____

CONTRACTOR'S NAME: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PROCESSING INFORMATION (THIS SECTION TO BE COMPLETED BY CITY STAFF)

FLOOD ZONE: _____ REQUIRED ELEVATION: _____ MAP: _____

VALUE OF EXISTING STRUCTURE: (CHECK ONE)

☐ COPY OF CERTIFIED APPRAISAL $ _____

☐ VERIFIED ASSESSMENT (FROM HILLSBOROUGH COUNTY PROPERTY APPRAISER): $ _____

COST OF WORK DONE WITHIN ONE YEAR: $ _____

COST OF EXPIRED PERMITS THAT COUNT TOWARD S/I DETERMINATION: $ _____

TOTAL COST: $ _____

PERCENTAGE (%) OF COST VS. DEPRECIATED VALUE OF STRUCTURE: _____ %

FLOOD ZONE COMPLIANCE (THIS SECTION TO BE COMPLETED BY CITY STAFF)

☐ COMPLIANCE REQUIRED; COST EXCEEDS ALLOWED PERCENTAGE OF VALUE

☐ COMPLIANCE REQUIRED; STRUCTURE BUILT AFTER ORDINANCE (06/18/80)

☐ COMPLIANCE NOT REQUIRED; COST IS LESS THAN THE ALLOWED PERCENTAGE

☐ COMPLIANCE NOT REQUIRED; _____ (SPECIFY)

FLOOD SUMMARY REVIEWED BY: _____

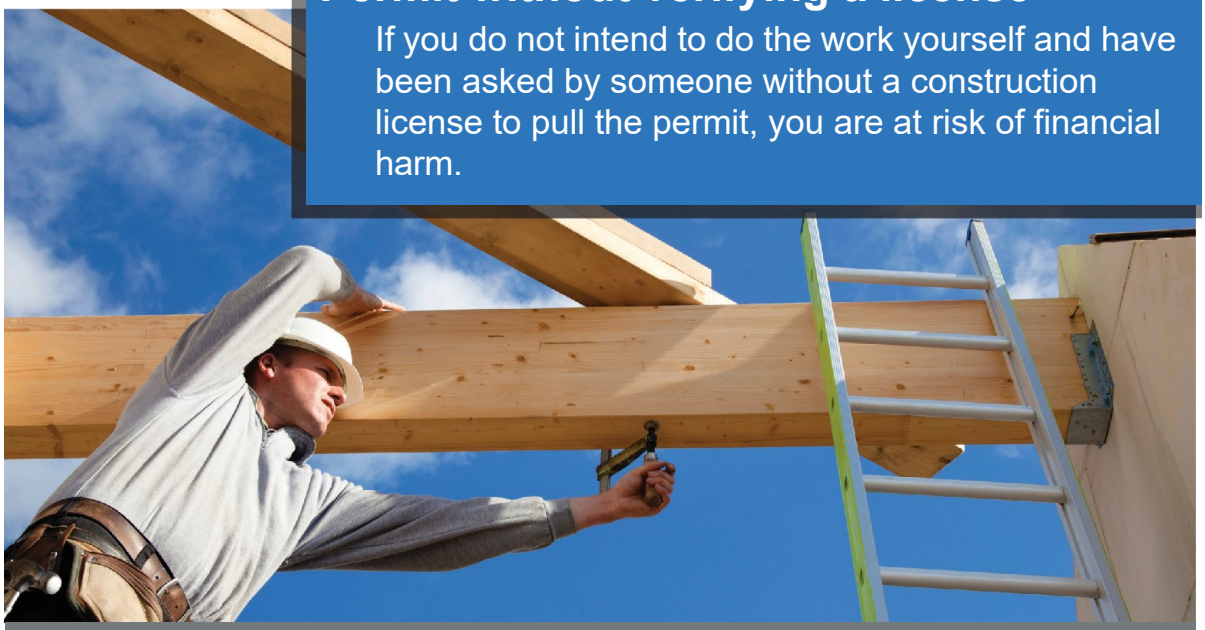
Appendix C – DBPR Warning Against Unlicensed Contractors

Florida dbpr
Department of Business & Professional Regulation

Customer Contact Center: 850.487.1395
Report Unlicensed Activity : 1.866.532.1440
www.MyFloridaLicense.com

The dangers of pulling an Owner/Builder Permit without verifying a license

If you do not intend to do the work yourself and have been asked by someone without a construction license to pull the permit, you are at risk of financial harm.



When property owners act as their own contractor, they must provide direct on-site supervision of the work being performed. If you pull an owner/builder permit for an unlicensed contractor to perform work on your property, you must deduct F.I.C.A., withholding tax and provide workers' compensation for them.

Individuals who aid unlicensed persons may face fines up to $5,000.

Without worker's compensation insurance, you could:

- Be held liable for injuries that occur on your property
- Not be covered under your homeowners' insurance policy

Dangers of Unlicensed Activity:

- Poor qualifications
- Poor quality work
- Possible criminal background
- Likely to be victim of a scam
- Limited resources for broken contracts