

Submittal Requirements by Permit Type

INSTRUCTIONS:

- Digital submittals are preferred. If you submit paper plans, specs or documents, scanning fees will be charged in accordance with our fee schedule:
 - \$0.25 per sheet 8.5 x 11 AND \$3.50 per sheet for larger than 8.5 x 11
- Please upload all files in **PDF FORMAT**. For very large files that won't upload, please email PLANS@STPETEBEACH.ORG.
- A recorded Notice of Commencement (NOC) should be submitted at permit issuance to avoid inspection delays.

Residential Single-Family Dwelling (new structure)

- If any board/agency approval is required, that approval MUST be submitted prior to permit submittal (ie: Historic Board, FEMA variance, other variances, etc).
- Completed Permit Application (upload signed/notarized copy)
- If applicable, Owner/Contractor Disclosure Statement.
- Digitally signed/sealed construction plans to scale and legible.
 - Site Plan if applicable
 - Landscape Plan if applicable
 - Building & Structural Plans with cover sheet (in one PDF file)
- Geotechnical Report (soil report)
- Boundary Survey showing location of new structure to scale
- Digitally signed/sealed truss layout/package with sealed letter of approval from EOR.
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms digitally signed/sealed.
- Elevation Certificate required or existing grade elevations provided on Building Plans.
- NEW CONSTRUCTION AFFIDAVIT IF VALUATION IS \$1M OR MORE**

Residential Addition

- If any board/agency approval is required, that approval MUST be submitted prior to permit submittal (ie: Historic Board, FEMA variance, other variances, etc).
- Completed Permit Application (upload signed/notarized copy)
- If applicable, Owner/Contractor Disclosure Statement
- Digitally signed/sealed construction plans to scale and legible.
 - Site Plan if applicable
 - Landscape Plan if applicable
 - Building & Structural Plans with cover sheet (in one PDF file)
- Geotechnical Report (soil report)
- Boundary Survey showing location of addition to scale
- Digital truss layout/package with sealed letter of approval from EOR if applicable.
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms digitally signed/sealed.
- FEMA Substantial Improvement Package for non-conforming structures **-OR-** Elevation Certificate for conforming structures or for new construction.
- For structures with an insured value of \$750K or more and an estimated cost of improvements of \$50K or more, opening protections are required. If windows have impact protection, provide Wind Mitigation Report. If not impact protected, provide FL Product Approvals for impact protection.

Residential Alterations or Repairs

- Completed Permit Application (upload signed/notarized copy)
- Owner/Contractor Disclosure Statement if applicable
- Digitally signed/sealed construction plans to scale and legible.
 - o Site Plan if applicable
 - o Building & Structural Plans with cover sheet (in one PDF file)
- Boundary Survey showing location of any new materials to scale
- If applicable, digital truss layout/package with sealed letter of approval from EOR.
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms, digitally signed/sealed
- FEMA Substantial Improvement Package for non-conforming structures **-OR-** Elevation Certificate for conforming structures or for new construction.
- For structures with an insured value of \$750K or more and an estimated cost of improvements of \$50K or more, opening protections are required. If windows have impact protection, provide Wind Mitigation Report. If they aren't impact protected, provide FL Product Approvals for impact protection.

Commercial New Structure

- If any board/agency approval is required, that approval MUST be submitted prior to permit submittal. It is the responsibility of the applicant to verify this information. Examples: DRC, Health Dept, SWFWMD, FDOT, FDEP, Pinellas County, etc.
- Signed/notarized Permit Application
- Completed Business Tax Receipt Application if it is a NEW BUSINESS
- Digitally signed/sealed construction plans to scale and legible.
 - o Site Plan if applicable
 - o Landscape Plan
 - o Drainage Plan if work area (interior & exterior) is 50% or more of gross area
 - o Building Plans with cover sheet
 - o Structural Plans
- Geotechnical Report (soil report)
- Boundary survey showing location of new structure to scale
- Truss layout/package with sealed letter of approval from EOR, if applicable
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms digitally signed/sealed.
- UL Approved details for all fire rated assemblies.
- Elevation Certificate required or existing grade elevations provided on Building Plans.
- FOG application for restaurant or ice cream shop
- Obtain a letter from Duke Energy granting conditional approval where overhead and/or underground electrical or fiber facility conflicts exist when zero setback construction is planned. Please contact Duke Energy's customer service center at 1-800-700-8744.
- NEW CONSTRUCTION AFFIDAVIT IF VALUATION IS \$1M OR MORE**

Commercial Additions

- If any board/agency approval is required, that approval MUST be submitted prior to permit submittal. It is the responsibility of the applicant to verify this information. Examples: DRC, Health Dept, SWFWMD, FDOT, FDEP, Pinellas County, etc.
- Signed/notarized Permit Application
- Completed Business Tax Receipt Application if it is a NEW BUSINESS
- Digitally signed/sealed construction plans to scale and legible.
 - o Site Plan if applicable
 - o Landscape Plan
 - o Drainage Plan if work area (interior & exterior) is 50% or more of gross area
 - o Building Plans with cover sheet
 - o Structural Plans
- Geotechnical Report (soil report)
- Boundary survey showing location of addition (to scale)
- Truss layout/package with sealed letter of approval from EOR, if applicable
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms digitally signed/sealed.
- UL Approved details for all fire rated assemblies.
- Elevation Certificate required or existing grade elevations provided on Building Plans.
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- NEW CONSTRUCTION AFFIDAVIT IF VALUATION IS \$1M OR MORE**

Commercial Alterations or Repairs

- If any board/agency approval is required, that approval MUST be submitted prior to permit submittal. It is the responsibility of the applicant to verify this information. Examples: Historic Preservation Board, Health Dept, etc.
- Signed/notarized Permit Application
- Completed Business Tax Receipt Application if it is a NEW BUSINESS
- Digitally signed/sealed construction plans to scale and legible.
 - o Site Plan if applicable
 - o Landscape Plan
 - o Drainage Plan if work area (interior & exterior) is 50% or more of gross area
 - o Building Plans with cover sheet
 - o Structural Plans
- Boundary survey
- Truss layout/package with sealed letter of approval from EOR, if applicable
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.
- Florida Energy Efficiency Code forms digitally signed/sealed.
- UL Approved details for all fire rated assemblies.
- FEMA Substantial Improvement Package for non-conforming structures **-OR-** Elevation Certificate for conforming structures or for new construction.
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Seawall Submittal Checklist as of 05/25/2021

NOTE: All seawalls must be elevated to at least 5.0 FT (NAVD 88) on the bay side and at least 6.0 FT (NAVD 88) on the Gulf side.

- Completed Permit Application (upload signed/notarized copy)
- Seawall Elevation Worksheet** completed by licensed surveyor (or a survey showing all information listed on the Elevation Worksheet)
- Boundary survey
- Digitally signed/sealed construction plans to scale and legible. Must submit a single PDF file of complete plan set including:
 - o If the seawall is not elevated to the minimum requirements noted above, indicate on plans that the seawall is designed to be added on to and elevated in the future.
 - o Indicate on plans the elevation of the new seawall cap and the existing cap
- NOTE: IF the new seawall is approved for an exception to the minimum elevation requirements noted above, submit a signed, notarized, and recorded Seawall Agreement from owner.
- NOTE: Prior to Final Inspection, submit an as-built elevation certificate.

Commercial Condo Remodel (no structural work)

- Completed Permit Application (upload signed/notarized copy)
- Digital set of plans showing existing and proposed work (no design professional seal required for non-structural work)
 - o Smoke alarms must be shown on the plans to be hardwired outside each bedroom area. Each bedroom may have smoke alarms with 10 year batteries that are interconnected to the hardwired alarms.
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.

Decks & Patios

- Completed Permit Application (upload signed/notarized copy)
- Owner/Contractor Disclosure Statement if applicable
- Boundary survey of property showing location of deck to scale
- Digitally signed/sealed construction plans to scale and legible in a single PDF file.
- Florida Product Approval Information Sheets including specs and installation instructions for ALL exterior building components and cladding.

Residential Pools

- Completed Permit Application (upload signed/notarized copy)
- Boundary survey of property
- Digital set of signed/sealed construction plans. Must be to scale and legible.
Must include:
 - o Site Plan showing location of pool and perimeter layout of house with alarmed windows/doors if applicable, fences & gates, cages, etc.
 - o Structural Plans
- Residential Swimming Pool, Spa and Hot Tub Safety Act
- Specs for alarms meeting ASTM 2208 if applicable
- Total Dynamic Head (TDH) Form
- Duke Energy Pool No Conflict letter

Commercial Pools

- Completed Permit Application (upload signed/notarized copy)
- Boundary survey of property
- Digital sealed construction plans. Must be to scale and legible. Must include:
 - Site Plan showing location of pool and perimeter layout of building, fences & gates, cages, etc.
 - Structural Plans
- Total Dynamic Head (TDH) Form
- Duke Energy Pool No Conflict letter
- Approved Department of Health permit application

Fences

- Completed Permit Application (upload signed/notarized copy)
- Boundary survey of property showing proposed fence with heights, lengths and gate locations

Docks

- Completed Permit Application (upload signed/notarized copy)
- Approved Pinellas County Permit & Layout
- Electrical contractor required on permits with lifts before issuance

Residential Re-roofs (over the counter if no material weight change)

- Completed Permit Application (upload signed/notarized copy)
- Florida Product Approval Information Sheets including specs and installation instructions for ALL roofing materials

Commercial Re-roofs (over the counter if no material weight change and not high-rise)

- Completed Permit Application (upload signed/notarized copy)
- Florida Product Approval Information Sheets including specs and installation instructions for ALL roofing materials and AC stands
- Mechanical contractor required to pull separate permit

Windows & Doors (over the counter unless common area fire doors on commercial building)

- Completed Permit Application (upload signed/notarized copy)
- If any openings are being enlarged, submit digitally signed/sealed construction plans to scale and legible.
- Provide layout of windows on building noting sizes. Label any Gulf facing windows requiring turtle glass.
- Florida Product Approval Information Sheets including specs and installation instructions
- If using non-impact glass, we need FL Product Approvals for window protection or specs on plywood panels and fastening.
 - Window protection must be installed at time of inspection.
- Submit 25% exemption form if protection is not required.

Shutters (over the counter)

- Completed Permit Application (upload signed/notarized copy)
- Digital map of shutter locations on building
- Digital Florida Product Approval Information Sheets including specs and installation instructions
- If motorized shutters, electrician must sign onto permit

Garage Doors (over the counter unless it's a commercial building)

- Completed Permit Application (upload signed/notarized copy)
- Florida Product Approval Information Sheets including specs and installation instructions
- If using non-impact glass, we need FL Product Approvals for window protection or specs on plywood panels and fastening.

Solar Electric Panels

- Completed Permit Application (upload signed/notarized copy)
- Digital complete set of sealed structural plans. Must be to scale and legible.
 - o Roof layout
 - o Structural plans
- Specs on PV panels and equipment

Signs

- Completed Zoning Sign Permit (Application)
- Completed Permit Application (upload signed/notarized copy)
- Digitally sealed structural plans. Must be to scale and legible.
 - o Site Plan showing location of sign
 - o Structural plans

Mechanical Equal Changeouts (over the counter unless 5 ton or more)

- Completed Permit Application (upload signed/notarized copy)
- AHRI