



# CITY OF TREASURE ISLAND COMMUNITY IMPROVEMENT DEPARTMENT

120 – 108<sup>TH</sup> AVENUE  
TREASURE ISLAND, FL 33706  
Phone: (727) 547-4575 ext. 230 Fax: (727) 547-4584  
Inspection Line: (727) 547-4575 ext. 431

## INFORMATION FOR OBTAINING A BUILDING PERMIT

*To **apply** for a building permit, you **must be a licensed contractor or the legal property owner.** (Commercial permits can only be obtained by a licensed Contractor). Electrical, Mechanical, Plumbing, Gas, Low Voltage and the Roofing subcontractors must be listed at the time of permit application. All listed contractors/subcontractors must be registered with the State of Florida and/or the Pinellas County Construction Licensing Board (PCCLB). All Subcontractors must come in to the Building Department to sign on to the job **before work can commence.***

If you apply as an owner/builder, the building must be a single family home or a duplex, and must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have pulled a permit for as an owner-builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida Statute 489.103 (7).

It is the owner/builders responsibility to make sure the employees working for them have the required licenses from the state and/or county municipal licensing ordinances. Any person working on the building who is not licensed must work under the owner/builders direct supervision and must be employed by them. The owner/builder must provide worker's compensation as prescribed by Florida law as well as comply with the IRS requirements concerning F.I.C.A. and withholding taxes.

**You may not hire an unlicensed contractor to perform the work.**

Homeowners who hire unlicensed contractors face several potentially costly penalties. The Florida Department of Business and Professional Regulation can issue an order to stop construction and can levy a five-thousand dollar (\$5,000.00) fine for aiding and abetting unlicensed contractors.

ALL state licenses and PCCLB licenses for contractors involved in the construction must have current up-to-date licenses before the permit can be issued. An ACORD for general liability must be submitted to The City of Treasure Island.

*If you reside where there is a Homeowners Association or Condominium Association, you must comply with your association's regulations. These are NOT enforced/regulated by the City of Treasure Island.*

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**In addition to the requirements of a permit, there may be additional restrictions applicable to this property, additional permits required from other governmental entities, or restrictions to building based on FEMA regulations.**

**CONSTRUCTION HOURS: 7:00 AM – 6:00 PM MONDAY - SATURDAY**



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### **NEW CONSTRUCTION:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical, plumbing, mechanical, gas, low voltage and/or roofing). Subcontractors must come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Construction Drawings** – 2 sets of signed & sealed drawings, including truss package, layout & fastening schedule.
- **Current Sealed Boundary Survey** in the original size
- **Site Plan** - Indicating the dimensions and setbacks of all structures from the property lines. Include patios, driveway, walkways, etc.
- **Contract** - Signed between owner and contractor. Please state if the valuation of the project includes projects outside the building envelope (i.e., swimming pool, fencing, driveway, etc., as these items need to be under separate permit).
- **Notice of Commencement** - Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Roofing (tiles / shingles / modified bit & underlayment)
    - Garage doors (include glass info, if applicable)
    - HVAC stands
    - Soffit / Fascia
    - Siding
- **Energy Calculations** – 2 sets.
- **Geotechnical Soil Report**
- **V-Zone Certificate** – If located in a V flood zone.
- **Erosion Control** – Use a copy of the site plan to show the location of the erosion control measures to be used during construction.
- **Pervious / Impervious Calculations** – For the entire lot showing pervious & impervious calculations for pre and post construction.
- **Duke Energy Meter Platform** – Requirements must be met.
- **Any approvals obtained from another agency** – (i.e., SWFWMD, Pinellas County Utilities, FDOT, etc.).
- **Non-Conversion Agreement** – Recorded with the deed
- **Elevation Certificate** – For construction drawings



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### **SUBSTANTIAL IMPROVEMENT CONSTRUCTION / ADDITIONS / RENOVATIONS (NON FEMA COMPLIANT STRUCTURE – FEMA 50% RULE):**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical, plumbing, mechanical, gas, low voltage and/or roofing). Subcontractors will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Construction Drawings** – 2 sets of drawings (include electrical schematic, plumbing riser schematic, mechanical duct plans showing path of return(s), gas detail – whichever are applicable to the scope of work).
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site** – If the scope of work extends outside the original envelope of the structure.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Roofing (tiles / shingles / modified bit & underlayment)
    - Garage doors (include glass info if applicable)
    - HVAC stands
    - Soffit / Fascia
    - Siding
- **Energy Calculations** – 2 sets (if applicable).
- **Duke Energy Meter Platform** – (if applicable) Requirements must be met.
- **FEMA Valuation of Cost of Work** – Please fill out completely, including property owner's signature on front page, and the Owners' Affidavit & Contractor's Affidavit notarized.
- **Current Appraisal (less than 6 months old)** – If using an appraisal instead of the Pinellas County Property Appraisers valuation of the structure.
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post construction, if scope of work includes any additional hard surface on the lot.
- **Asbestos Report** – (2 sets) If working in a commercial building or a condo building with 4 or more units. Please obtain an asbestos packet from the Building Department.
- **Erosion Control** – Use a copy of the site plan to show the location of the erosion control measures to be used during construction.



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### **ADDITIONS / RENOVATIONS (FEMA COMPLIANT HOMES AND CONDOS):**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical, plumbing, mechanical, gas, low voltage and/or roofing). Subcontractors will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work.
- **Construction Drawings** – 2 sets of drawings (include electrical schematic, plumbing riser schematic, mechanical duct plans showing path of return(s), gas detail – whichever are applicable to the scope of work.
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site** – If the scope of work extends outside the original envelope of the structure.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors / Exterior windows
    - Roofing (tiles / shingles / modified bit & underlayment)
    - Garage doors (include glass info if applicable)
    - HVAC stands
    - Soffit / Fascia
    - Siding
- **Energy Calculations** – 2 sets (if applicable).
- **Asbestos Report** – (2 sets) If working in a commercial building or a condo building with 4 or more units. Please obtain an asbestos packet from the Building Department.
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post construction, if scope of work includes any additional hard surface on the lot.
- **Elevation Certificate** – For construction drawings (not for condos)



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### **WINDOW / DOOR REPLACEMENT AND / OR HURRICANE SHUTTERS:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical if installing motorized shutters). Subcontractor will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Floor Layout** – 2 sets indicating location(s) of replacement(s), with sizes & type of window and doors shown.
- **25% Rule Form** – if applicable
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Exterior doors
    - Exterior windows
    - Shutters

### **GARAGE DOOR REPLACEMENT:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter of Approval** (if applicable)
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Garage Door (must be impact resistant)
    - Glazing (if garage door has glass – must be impact resistant or have opening protection)





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### **DEMOLITION:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical and/or plumbing cut-offs). Subcontractor(s) will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Ownership Affidavit** – Must be completed.
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **NOTE:** If there is a swimming pool remaining on the property after the demolition of the structure, a temporary electric pole must be utilized (and permitted) to operate the pool pump. The swimming pool must be fully protected by at least 4 foot high fencing until permanent fencing is installed.

### **SWIMMING POOL / SPA:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical). Subcontractor will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.
- **Construction Drawings** – 2 sets of signed & sealed drawings.
- **Current Sealed Survey (in the original size) Showing all Existing Improvements on Site**
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post pool and/or pool deck construction.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Swimming Pool Safety Form**
- **Duke Energy Letter of No Conflict**
- **Pool Plug Form** – if located in a V flood zone.



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### **SOLAR:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical). Subcontractor will need to come in to the Building Department before their work commences and sign on to receive their permit.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Manufacturer Drawings** – 2 sets of signed & sealed drawings and/or manufacturers specifications for the system and for the stands or roof attachment.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work

### **DOCKS / BOATLIFTS / PILINGS / RIP-RAP:**

- **Building Permit Application** – Signed by the contractor.
- **Pinellas County Water & Navigation Permit** – 2 sets of signed & sealed drawings and/or manufacturers specifications.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work
- **Cut Sheet** – for the boat lift (if applicable)
- **Dock Building Detail** – If not on file.

### **DREDGE & FILL:**

- **Building Permit Application** – Signed by the contractor.
- **Pinellas County Water & Navigation Permit** – 2 sets of signed & sealed drawings. Identify location where dredged material will dry, final destination of where dredged material will be deposited, and the type of truck used to haul dredged material. Show all barriers in the water and erosion control measures of the land.
- **Any State or ACOE Approved Permits**
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work



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### **SEAWALL:**

- **Building Permit Application** – Signed by the contractor.
- **Construction Drawings** – 2 sets of signed & sealed drawings.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.
- **Fill Dirt** – If any fill dirt is proposed to be used, a signed & sealed drainage plan from an Engineer must be submitted.

### **DECK / SLAB / PATIO:**

- **Building Permit Application** – Signed by the contractor.
- **Construction Drawings** – 2 sets of drawings, showing footers & method of attachment (if applicable).
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the Contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval for the scope of work
- **Current Sealed Survey** (in the original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of deck / slab / patio and distance from property setbacks.
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post construction.
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.

### **PARKING LOT PAVING / SEALING / STRIPING:**

- **Building Permit Application** – Signed by the contractor.
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Impervious Surface Ratio Sheet** – if adding additional hard surface.
- **Site Plan** – 1 set showing current scaled layout, number of parking spaces and number of Handicap spaces, and 2 sets showing proposed scaled layout, number of parking spaces and number of Handicap spaces, dumpster location, and location of wheel-stops. Please follow the ADA design guidelines.





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### **NEW IRRIGATION:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the Contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Current Sealed Survey** (in its original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of sprinkler heads, zones, location of rain sensor.
- **Irrigation System Shall be Connected to Reclaimed Water and Meet All County Permits and Regulations.**

### **DRIVEWAY / PAVERS:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Current Sealed Survey** – (in the original size) showing existing location of driveway
- **Drawings** – 2 sets (using a survey or site plan) showing location of proposed driveway.
- **Pervious Paver Spec Sheet / Cut Sheet** – If using pervious pavers, provide a spec sheet / cut sheet showing the flow rate of the pervious pavers and that a pervious base will be used.
- **Pervious / Impervious Calculations** – for the entire lot showing pervious & impervious calculations for pre and post construction.
- **Erosion Control** – Use a copy of the site plan/survey to show the erosion control measures which are to be used.

### **MECHANICAL / HVAC EQUAL CHANGE OUT:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.



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### **MECHANICAL / HVAC NON-EQUAL CHANGE OUT:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Current Sealed Survey (in the original size) / Site Plan** – 2 sets showing location of above condenser, including distance from the property lines.
- **Duct Drawings** – 2 sets that show ductwork, including path(s) of return.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - HVAC Stands

### **SHED / ACCESSORY STRUCTURE:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the Contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Current Sealed Survey** (in the original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of shed, size of shed, and distance of shed from the property setbacks.
- **Engineered Drawings** – 2 sets of manufacturer's drawings for the shed assembly OR 2 sets of signed and sealed drawings. Plans must show size and height, and must include a diagram for anchoring system. Must meet wind zone exposure D – 148 mph.

### **HOT WATER HEATER EQUAL CHANGE OUT:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.



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### **SIGNS:**

- **Building Permit Application** – Signed by the contractor.
- **Subcontractor Verification Form** (for electrical if applicable). Subcontractor will need to come in to the Building Department before their work commences and sign on to receive their permit
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Site Plan** – 2 sets showing location of sign (lot frontage, the location of the sign(s) from the property lines, building and ALL other existing signs on the property.
- **Engineered Drawings** – 2 sets of engineered drawings, including electrical, if applicable. Also include colored renditions of the sign(s) as well as all dimensions of sign areas (in square footages), and sign structures. Must meet wind zone exposure D – 148 mph.

### **ROOFING:**

- **Building Permit Application** – Signed by the contractor. Please include # of square and the roof pitch.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter of Approval** (if applicable)
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Florida Product Approvals** – obtained from [Floridabuilding.org](http://Floridabuilding.org)
  - (2 Sets using 2014 Building Code showing the FL product approval # and appropriate decimal point circled, 1 set of installation instructions) or site specific engineering for:
    - Underlayment
    - Shingles / Tile / Metal
    - Modified Bitumen



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### **GAS / PROPANE TANK & PIPING:**

- **Building Permit Application** – Signed by the contractor.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Current Sealed Survey** (in the original size).
- **Setback Form** – 2 sets showing location of above ground tank, size of tank, and proposed distance of tank from the property setbacks.
- **Construction Drawings** – 2 sets that include: BTU rating for each appliance served, the type of pipe to be used, the size & length of pipe to each appliance and the table used from the Fuel Gas Code.

### **FENCE / WALLS:**

- **Building Permit Application** – Signed by the contractor.
- **Current Sealed Survey** (in the original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of fence / wall.
- **Cut Sheet** – Showing fence specifications (type of fence, height of fence, spacing between pickets, and width of uprights).
- **Contract** - Signed between owner and contractor.
- **Notice of Commencement** - (if applicable) Notarized and recorded.
- **Condo / Homeowner Association Letter** (if applicable) – Letter of approval
- **Construction Drawings** – 2 sets of drawings showing footer detail (for walls)
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).

### **TREE REMOVAL:**

- **Building Permit Application** – Signed by the contractor, stating size of tree(s) (height, diameter), and statement as to why the tree(s) is/are being removed.
- **Current Sealed Survey** (in the original size).
- **Drawings** – 2 sets (using a survey or site plan) showing location of tree to be removed AND the other trees on the property.
- **Owner/Builder Affidavit** – Single family home or duplex only (if the homeowner is going to be the contractor).
- **Contract** - Signed between owner and contractor.
- **Condo / Homeowner Association Letter of Approval** (if applicable)
- **Notice of Commencement** - (if applicable) Notarized and recorded.