

# CITY OF PINELLAS PARK

## BUILDING PERMIT PROCEDURES FOR A SINGLE FAMILY HOME / ADDITION

The following information must be submitted at the time of application to the Building Division.

### 1. REQUIRED APPLICATIONS

*A. Building Permit:*

1. Fill out applicable Mechanical, Electrical, Plumbing or Gas Information.

*B. Landscape Application.*

*C. Notice of Commencement:*

1. Required in excess of \$2,500.00

*D. Owner/Occupant/Builder Affidavit if owner is acting as General Contractor.*

*E. Engineering Permit- may not be required if addition does not involve:*

1. Driveway
2. Drainage alteration
3. Public sidewalk
4. Water and Sewer

### 2. REQUIRED DRAWINGS:

*A. 3 sets of Site Plans or Surveys showing:*

1. Location of the proposed construction on the site.
2. Measurements from the property line to the construction.
3. All existing trees in construction area and any trees to be removed.
4. Proposed elevation of construction.
5. Driveways and walkways.

*B. 3 sets of Architectural drawings including:*

1. **FLOOR PLAN** showing:
  - a) Size of construction and interior wall locations
  - b) Location of the construction to the existing structure. Denote use of the room adjacent to the proposed addition.
  - c) If roof, walls, slab or footings are existing note on the plan.
  - d) Electrical layout: lighting, outlets, switches, appliances & panels
  - e) Plumbing layout---fixtures, hose bibs, and water heaters.
  - f) Gas---fixtures and layout must be done by a gas contractor.
  - g) Mechanical layout---register locations and equipment location.

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2. **WALL SECTION** showing:
  - a) Footing, slab, wall, ceiling and roof with details and connections.
3. **ROOF PLAN** showing:
  - a) Roof rafters and ceiling joists.
  - b) Spans, spacing and lumber sizes with all dimensions and uplift specifications and hardware.
  - c) If a truss roof will be used, provide the manufactures name.
4. **BASIC DRAWINGS TO ANSWER THE FOLLOWING:**
  - a) What is being built?
  - b) Where is it being built?
  - c) How is it being built?

### 3. REQUIRED INFORMATION:

- A. *Insure drawings are sealed by an Architect or an Engineer.*
- B. *Electrical load calculations: not required if addition is less than 500 sf.*
- C. *Energy calculations.*
- D. *Plan review fee of \$25.00 or 1/2 of the total of the permit fees whichever is greater. To be paid at the time of submittal.*

#### **NOTE TO THE OWNERS:**

Upon submittal of all of the above, the Building Division reviews for compliance to building codes, reviews the setbacks to the construction and landscape codes. Upon approval, a permit will be issued. You, the owner, pay the Building, Electrical, Mechanical, Plumbing, Gas, Landscape, Engineering, Technology, Parkland / Library fee, and Radon fees at the time of issuance. If you use subcontractors, each one must come into the Building Division to register his/her license with Pinellas Park and sign the permit form to take full responsibility for their part of the work, before they begin their work. Inspections need to be called 24 hours in advance by call the inspection line at (727) 369-5834.