

**CITY OF SAFETY HARBOR
BUILDING DEPARTMENT**

***Commercial Addition Building Permit
Required Documents Checklist***

750 Main Street, Safety Harbor, Florida 34695 (727) 724-1515

DATE _____

PERMIT # _____

Notes:

- Prior to submitting a commercial addition building permit, please e-mail planningdepartment@cityofsafetyharbor.com to schedule a call to review permit steps and business tax requirements.
- Incomplete applications will not be accepted. If after submittal, it is determined that the application is incomplete, the contractor will be called to pick up the application.
- Broken or cracked sidewalks will be replaced prior to final inspection.
- Soil testing may be required.
- If sprinklers are required a separate permit will be required from the Fire Department.
- The City of Safety Harbor will be reviewing the permit for compliance with the Land Development Code, City Code and Fire Code. After this review is complete, a permit application will be submitted to Pinellas County for the Florida Building Code Review. Note that Pinellas County has additional documentation requirements at submittal. For more information about Pinellas County requirements, visit <http://www.pinellascounty.org/build/default.htm>

REQUIRED INFORMATION

- Permit Application
- If the job value exceeds \$5,000, a recorded Notice of Commencement Form is required prior to final inspection.
- Change of Occupancy – if this is change of occupancy, a change of occupancy analysis is required – see checklist
- Impervious Surface Ratio worksheet showing existing and proposed impervious surface calculations
- An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits.

- NPDES form for any projects with excavating and sediment control plan
- Signed and Sealed (raised seal or physical stamp) Boundary, Topographic, and Tree Surveys showing: (4 sets)
 - Date, Scale, North Arrow
 - Easements within or contiguous to the site
 - Flood Zone
 - Road Name, Location, Width of Right of Ways and Alleys
 - Subdivision Name
 - Topography (see Engineering Checklist)
 - Tree species and DBH on site and within 25' of site
 - Utilities
 - Jurisdictional Wetland Line, and Top of Bank (if applicable), and required buffers and buffer dimensions
- Scaled Development Plan prepared by a licensed contractor (4 sets) showing:
 - All lot and parcel lines.
 - Buildings and Accessory Structure Footprints – existing and proposed
 - Driveways
 - Sidewalks along all road frontages
 - Proposed Grading Plan (see Engineering Checklist)
 - Proposed Protected Trees to Be Planted and Retained
 - Setbacks
 - Water Meter and Sewer clean outs locations and sizes
 - Water lines, Sewer lines, proposed connection to city utilities
 - (Call Public Works at 727-724-1550 if you need existing utility information)
 - Nearest hydrant location
 - Irrigation (If need separate meter)
 - Alleys and Right of Ways
 - Wetlands and Wetland Buffers (if applicable)
 - Top of Bank (if applicable)
 - Parking Spaces, ADA parking, striping and signage
 - Parking Calculations including required and provided parking, ADA spaces, and bike parking
 - Development Plan shall include data table with:
 - Building Height (mean roof height)/# of Stories
 - Impervious Surface Area Calculations

- Zoning
- Future Land Use
- Gross Floor Area by Floor (for TND-1 and TND-2 character districts)
- Maximum Lot Coverage Calculation (for TND-1 and TND-2 character districts)



Certified Flood Elevation Certificates (if in a flood zone)



Building Plans prepared by a licensed Engineer or Architect (4 sets)

- Building Elevations from all directions



Tree Permit Application (if proposing to remove protected trees) or No Tree Removal Form Note: A Plan to Protect Trees During Construction (is required Prior to Issuance of Building Permit)



Grand Tree Application (if proposing to remove grand trees) or No Grand Tree Removal Form



When connecting to sewer, the sewer connections shown on plans meet city technical standards. A link is below:

<http://www.cityofsafetyharbor.com/DocumentCenter/View/4631/Standard-Engineering-Details-Rev-January-2020-PDF?bidId=>

Standards SS1, SS3, SS8, SS9, SS10, SS15, and SS16 apply. Please note a right of way permit will be required if the connection is in the right of way.



If a wetland is delineated, include documentation that the jurisdictional boundary line was approved by FDEP, SWFWMD and the Army Corp of Engineers



If constructing a sidewalk or driveway, a separate building permit Application and Surveyed Drawing including:

- Sidewalks and Driveways including width, thickness, and PSI
- Pavers in Right of Way (Note: an Affidavit is required Prior to Issuance of Building Permit)



Right of Way / Easement Utilization Permit – due at time of building permit submittal

- For connection of utilities, installation of sidewalks, repair of sidewalks, or other work (except driveways) in the right of way

I confirm that all required documents are included in this submittal, and I understand that my application will be returned if it is incomplete.

Signature of Applicant

Date