

CITY OF SAFETY HARBOR  
BUILDING DEPARTMENT  
***Commercial Building Permit  
Required Documents Checklist***

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

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DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

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Notes:

- **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.
- Any work in the right of way (except a driveway) will require a separate right of way permit from Engineering.
- 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.

REQUIRED INFORMATION

- Permit Application
  
- Staff review form with top part filled out
  
- Property Ownership Affidavit or letter
  
- NPDES form for any projects with excavating and sediment control plan
  
- Affidavit (if submitted by owner/builder) (2 sets)
  
- Sealed Boundary, Topographic, and Tree Surveys showing: (6 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 (6 sets) showing:

- All lot and parcel lines.
- Buildings and Accessory Structure Footprints
- 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 Connection Locations and Sizes  
(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)



Development Plan shall include data table with:

- Building Height (mean roof height)
- # of Stories
- Impervious Surface Area Calculations
- 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)

2 Sets



Certified Flood Elevation Certificates (if in a flood zone)

Building Plans Sealed by an Engineer or Architect

Building Elevations from all directions

Tree Permit Application

- Note: A Plan to Protect Trees During Construction (is required Prior to Issuance of Building Permit)

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.

Sidewalk and Driveway Permit Application and Surveyed Drawing including:

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

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