



Respect | Integrity | Innovation | Service Excellence | Quality

OFFICE OF CENTRAL PERMITTING

DADE CITY CENTRAL PERMITTING
 14236 6TH Street, Suite 203
 Dade City, FL 33523
 352-521-4279

LAND O LAKES CENTRAL PERMITTING
 4111 Land O' Lakes Boulevard, Suite 205
 Land O' Lakes, FL 34639
 813-929-2749

NEW PORT RICHEY CENTRAL PERMITTING
 8731 Citizens Drive, Suite 230
 New Port Richey, FL 34654
 727-847-8126

RESIDENTIAL PERMIT APPLICATION REQUIREMENTS

Residential Permit Application Requirements:



- Residential Permit Application with all related subcontractors
- Geo Technical Documents
- 2 sets of Energy Calculations
- 2 sets of plans (signed and sealed / current building code)
- 4 site plans – with set backs
- 2 drainage plans
- Driveway Permit application (2 copies)
- Notice of Commencement at permit pick up
- Permit fees are based on square footage of home
- Product approval
- Substantial improvement (if in flood zone) (A, AE, V.)
- Utility receipt at permit pick up

*All plans must have address printed (If no address has been assigned, Plans must have Parcel number).

Residential Permit Application Checklist/Instructions:

Residential New Home or Replacement Permit Application Requirements:



- [Building Permit Application](#)
- [Driveway Connection Application](#)
- [Fill Permit Application](#) (If applicable)
- [Fill Drainage, Tree Affidavit](#)
- [Geologic Hazards Building Area Affidavit](#)
- [Geologic Hazards for Building Permit Application](#)
- [Lot Grading and Finished Floor Elevation Affidavit](#)
- [Notice of Commencement](#) (Before permit is issued) (If over \$2,500 total job value)
- [Product Approval](#)
- [Replacement Affidavit](#)
- [Sample Fl. Energy Calculations](#)
- [Storm Water](#)
- [TUG Service Application](#) (If applicable)
- [TUG Service Requirements](#) (If applicable)

Prior to Certificate of Occupancy: If in a flood zone; Complete the three page substantial improvement package:

- [Residential Asbuilt submittal procedure](#)
- [Substantial Improvement Package](#)

Residential New Pool/Spa Permit Application Requirements:



- [Building Permit Application](#)
- [Fill Permit Application](#)
- [Notice of Commencement](#)
(If over \$2,500 total job value)
- [Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements](#)
- [Residential Pool Minimum Requirements](#) (For above ground pool with depth of two feet or more)
- [MC ANSI APSP Worksheet](#) All site plans must include topo. (Site plan must show location of pool/spa, with set-backs and four foot graphical elevation).

Dock(s) and Seawall(s) Permit Requirements:

- [Dock and Seawall Permit Application](#)
- [Ordinance for Dock and Seawall](#)
- [Permit Checklist](#)

Fill Permit Application Requirements:

- [Fill Application Fill Permit](#)
- [Fill Application Fill Permit Regulations](#)

Flood Permit Application Requirements:



- [Flood Damage Prevention Checklist](#)
- [Flood Determination Request](#)
- [Substantial Improvement Package](#)

Ground Settlement Permit Requirements:



- [Building Permit Application](#)
- [Notice of Commencement](#)
(If over \$2,500 total job value)
- [Ground Settlement Investigative Permit Findings](#)
- [Remediation Activities Summary Report](#)
- If in a flood zone: Complete the three page substantial improvement package: [Substantial Improvement Package](#)

Mobile Home Permit Application Requirements:



- [Mobile Home Installation Requirements](#)
- [Mobile Home Pre-Owned Requirements](#)
- [Replacement Affidavit](#)

Right of way Use Permit Application:

- [Right of way Use Permit](#)

Screen Room/Shed Permit Application Requirements:



- [Building Permit Application](#)
- [Fill Drainage, Tree Affidavit](#) (If applicable)
- [Fill Permit Application](#) (If applicable)
- [Notice of Commencement](#) (If applicable)
- (If over \$2,500 total job value)
- [Screen Room, Lanai, or Patio Requirements](#)
- [Residential Asbuilt submittal procedure](#)
- [Residential Shed Minimum Requirements](#)

Tree Permit Application Requirements:



- [Tree Permit Application](#)
- [LDC 800 Natural Cultural Resource Protection – Tree Removal](#)

Residential Permit with General Contractor (all subcontractor trades) Checklist/Instructions:

- [Contractor Central App Instructions](#)
- [Definitions, Scope of Work for Contractors](#)
- [Inspection Names by Group and Trade](#)
- [License Application \(Certificate of Competency\)](#)
- [Licensing and Business Information](#)
- [Quick On-Line Permit Instructions](#)
- [Recording of State Certified License](#)
- [Signature Authorization](#) (to allow person(s) to be able to sign for permits)

Other Miscellaneous Permits:

- [Air Conditioning Replacement Requirements](#)
- [Contractor Central App Instructions](#)
- [Flood Damage Prevention Checklist](#)
- [Flood Determine Request](#)
- [Interior Remodel and Additions](#)
- [Landscape and Irrigation Affidavit](#)
- [Notice of Commencement](#)
- [Owner Builder Affidavit](#)
- [Parking On Street](#)
- [Permits are Not required for](#)
- [Pool, Spa and Hot Tub Affidavit](#)
- [Product Approval Cover Sheet](#)
- [Quick On-Line Permit Instructions](#)
- [Request for Drainage](#)
- [Residential Asbuilt submittal procedure](#)
- [Residential Electrical Service Change Requirements](#)
- [Residential Natural Gas / Liquid Propane Requirements](#)
- [Roofing Affidavit](#)
- [Roof Replacement Requirements](#)
- [Search Archived Records for Certificate Of Occupancy Date Part 1](#)
- [Sprinkler Permit Affidavit](#)
- [Stop Work Order Guidelines](#)
- [Subdivisions exempt from the Landscape Ordinance](#)
- [Uniform Notice Alarm System Project](#)
- [Windows and Doors Replacement Requirements](#)

If in a flood zone: Complete the three page substantial improvement package:

- [Substantial Improvement Package](#)
- [Uniform Notice Alarm System Project](#)

**Private Provider Requirements:
(Plan review, or inspections must be
filed at permit application):**

- [Inspection Report](#)
- [Notice to Building Official](#)
- [Participants Directions Package](#)
- [Plan Compliance Affidavit](#)

Fees:

- [Building Permit, Inspections, and Contractor Licensing Fees Effective March 30, 2015](#)
- [Determining the Assessment District](#)
- [Development Services Fees](#)
- [Fee Areas](#)
- [How to Pay 1 Fee Item when many Re-inspections exist](#)
- [Impact Fee Calculations](#)
- [Impact Fee Research Request](#)
- [Mobility Fee Ordinance](#)
- [Mobility Fee Schedule](#)
- [Suspension of Impact Fees](#)
- [Transportation Impact Fee Schedule](#)

Revised on 6-13-18.