

Construction Services News

Enhanced Construction Plan Intake and Pick-Up Service

The City of Tampa Construction Services Division (CSD) continues to enhance our clients' experience by offering a "Project Submittal and Pick-Up by Appointment" service.

This enhanced client experience allows you to make an appointment to submit or pick-up all projects that require a plan review. By allowing us to prepare for your visit and set aside the proper amount of time to focus solely on your particular needs, you can be assured a prompt and thorough process. Appointments will receive priority and are strongly encouraged to reduce potentially extended wait times a walk-in client may experience. *Reminder: Trade permits may be applied for and issued via our [Express Permits Service](#).*

Contact us by one of the following methods to request your preferred appointment date and time:

- By e-mail to CSDAppointments@tampagov.net.
- By phone at (813) 274-3100.

For optimal service, a 24-hour advance notice on appointments is requested. Our commitment is to respond within 4 business hours to confirm your request or offer an alternate timeslot.



Please provide us with the following information:

- Name, contact email address and phone number
- Property Address/ Project number (if applicable)
- Property Type (Residential/Commercial)
- Type of Service Requested (i.e., new submittal/re-submittal/pick-up)

Upon arrival for your appointment, inform the CSD Intake Staff of your appointment time and type. Reference the appropriate address and/or project number.

We look forward to serving you in this new and exciting way!

For further information, please visit us on the web at www.tampagov.net/permits.



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