Requirements

I. Submit Commercial Plan(s) to the 1st Floor Construction Services Center, 274-3100.

II. Prior to submitting the plans, the applicant must contact the appropriate agencies listed below, to obtain verification/approval of their district requirements.

   1. Right-of-way, 3rd floor, City Hall Annex, Telephone: 274-8425; for address verification. (Legal Description and Tax Folio Number are required.)
   2. Zoning, 1st Floor, Construction Services Center, Telephone: 274-3100; for verification of change of use.
   3. Health Department, 1005 E. Kennedy Boulevard; Telephone: 272-6200; for approval of commercial and multi-family resident pools. (appointment may be needed)
   4. Department of Business Regulation - Division of Hotels, 3725 Grace Street, Suite #520, Telephone: (850) 487-1395; for approval of food service requirements (appointment may be needed), website: www.myflorida.com.

   ADDITIONALLY, IF THE JOB SITE IS LOCATED WITHIN SPECIAL DISTRICTS, APPLICANT MUST REFER TO THE AGENCIES LISTED BELOW, AS APPLICABLE, TO OBTAIN APPROVAL OF WORK.
   - Channel District, City Hall, 8th Floor East; Telephone: 274-8402
   - Central Business District, City Hall; Telephone: 274-8402
   - Hyde Park Historical District, City Hall; Telephone: 274-8920
   - Barrio Latino District, City Hall; Telephone: 274-8920
   - Seminole Heights District, City Hall; Telephone: 274-8920

III. Plan Sets Required:

   1. For Site Review - 2 complete sets of site plans
   2. For Building Plan Review - 2 complete sets of construction plans

IV. Plan examination fee must be paid at the time plans are submitted. For fees, including plan examination fees and fire marshal fees, obtain a copy of the fee schedule at the Construction Services Center.

V. For a status of plan review, after submittal of plans, call the Construction Services Center at 274-3100.

VI. Plans must be a minimum size of 18” X 24” (City of Tampa, Chapter 5, Section 5-106.3.5)

FLORIDA ACCESSIBILITY WAIVER CAN BE FOUND ON THE FOLLOWING WEB SITE:
http://www.dca.state.fl.us/FBC/committees/accessibility/aac/aac_waiver_form/1_aac_waiver_form.htm