Print Form

Construction Services Division
1400 N. Boulevard
Tampa, FL 33607
Phone:(813) 274-3100
Fax: (813) 259-1712
www.tampagov.net/permits

Addition To, Or Accessory For House or Duplex Requirements

Requirements

Where to Apply:

Construction Services Center, Permit Center, **First Floor**

When Required:

Building Permits for Additions to Houses (Single Family), Townhouses and Duplexes (Double Detached Residential) are required for construction of additions to an existing single or double detached residence. (This kind of building permit is needed for the construction of any kind of addition to a house or duplex; enclosing a carport or porch is considered an addition.)

Permit Information

PERMIT CAN BE ISSUED TO:

1. Qualifying owner of a one or two family detached residential dwelling intended for owner occupancy. Must present photo identification and proof of ownership (recorded deed or tax receipt) at time of submittal.

2. Licensed General, Building, or Residential Contractor, or authorized agent. Must present photo identification at time of submittal.

Submission Requirements

SUBMISSION REQUIREMENTS:

1. Complete the Application Form.

2. Verify Special Conditions with Permit Technician:

a. If in Flood Zone A or V and the cost of addition exceeds 50% of the physical value of the existing building (built prior to June 1980) as indicated on tax receipt, provide mean sea level survey prepared by Florida certified Surveyor. For construction in Flood Zone V, all plans must be signed and sealed by a Florida Registered Architect or Engineer. V-Zone Building Design and Performance Certificate must be filed and plans must be signed and sealed.

b. If in the Barrio Latino, Hyde Park, Seminole Heights, Tampa Heights and Ybor City District, take construction plans to Barrio Latino Commission/Architectural Review Commission for their approval. 306 E. Jackson St., phone (813)274-8920.

c. Other permits which my be required: Electrical, Mechanical, Plumbing, Roof, and Site Clearing/Tree Removal. (All are included in the new permit pricing).

3. Submit the following plans:
Note: For additions please consult the "Residential Plan Review Guide" to determine information required for submittal, available at the Construction Services Center web site (**www.tampagov.net/permits**).

a. Provide two (2) sets of site plans.

b. Construction plans and documents - provide two (2) sets of plans for the addition containing the following:
(1) Floor plan showing size, arrangement, and function of all addition spaces.
(2) Foundation plan showing size and location of perimeter and all other footings.
(3) Framing plans showing floor, ceiling, and roof beams, joists, rafters, trusses, and all appropriate information, such as, sizes, spaces and materials. Truss plans must be on the job site prior to framing inspection.
(4) Typical wall section(s), footing to roof, showing footing detail and reinforcement, framing details and wall and ceiling insulation type and sizes.
(5) Front, sides, and rear elevations showing windows, trim and roof line. Window sizes should be clearly shown.
(6) Energy calculations.

4. Pay applicable plan review and permit fees at the cashier window, located on the first floor of the Construction Services Center.

The degree of detail required on submitted plans varies depending on the complexity, area and size. These requirements are deemed to be the minimum necessary for an adequate evaluation to be made. More detail and/or information may be required. For more information, please contact the Construction Service Division at 813-274-3100.