

Construction Services Division

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

**Requirements for
Commercial Plan Submittal****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