

COMMERCIAL - RESIDENTIAL REVIEW PROCESS GUIDE



Contractor License Information

Construction Services Division
1401 N. Boulevard
Tampa, FL 33607
Phone: (813) 274-3100
Fax: (813) 294-3733
www.hampcor.com/flpermits

Project Application

Construction Services Division
1401 N. Boulevard
Tampa, FL 33607
Phone: (813) 274-3100
Fax: (813) 294-3733
www.hampcor.com/flpermits

Electrical Permit Requirements

in alterations, remodeling, and repairs, the performance by a maintenance supervisor of building, provided the employee has been supervised and the building or structure is not occupied.

for own occupancy - must be allowed into the work.

projects - must present

etc. etc.

State Certified Contractors

A state certified contractor is a contractor who has passed an examination and received a certificate of jurisdiction within the state of Florida. Center you will need:

1. A copy of your state contract
2. Proof of liability insurance
3. A Social security number
4. A valid driver's license
5. If other individuals will be required:

- I. A signed and no name address, be obtaining per indicate in the 1 construction pr

State Certified Contractors

A locally certified contractor is a contractor who has received a certificate from the local jurisdiction to do work in that jurisdiction within the jurisdiction where the contractor is registered. Obtain or reserve you:

1. A current Hillsborough Services, (813) 930-7300
2. A Social security number
3. A valid driver's license
4. If other individuals will be required:

- I. A signed and no name address, be obtaining per indicate in the 1 construction pr

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1. Understanding the Process

The Commercial-Residential Review guide provides general information on the [City of Tampa](#) permitting process.

During the review process, the Plan Reviewer may determine that additional agencies reviews are required. This information will be included on the review comment form. We have included a list of agencies with contact information for your use.

The applicant is responsible for any additional permits that may be required by other governmental agencies.

The information given in this guide does not guarantee issuance of a permit. Each project is unique, and individual evaluation will be required.

Throughout this document, you will find links to different Agencies, and to related documents needed during the permitting process.

This handbook gives you a general idea of what to expect from The City in the Permitting process—and what is expected from you.

We hope that this handbook will enable you to obtain your Commercial-Residential Plan Review in a more efficient and convenient manner.

Sincerely

CONSTRUCTION SERVICES DIVISION

Growth Management and Development Services

1. Overview of the Process

Based on the type of work you are considering, the following may apply:

Typical Work	Required Review	
	Site	Building
New Construction	√	√
Addition to existing building (Including Accessory buildings, awnings, balconies, canopies, mansard roofs, on-site antennas, solar collectors, and petroleum tanks)	√	√
Alteration to existing building (Change of Use, Change of Occupancy)	√	√
Development of a property (Including driveways, fences, site walls, parking lot surfacing, site clearing, utilities)		√
Moving an existing building	√	√
Underground & Aboveground storage tanks	√	√

SITE

The Commercial Plans Review Process determines the compliance of your proposed site and building project, with the City's Land Development, Building and Construction Regulations (for structures other than one- or two-family dwellings.) It allows you to obtain approval of your [Site Plan](#) first, independent of the Building Plan (either Phased or single structure). This allows you more flexibility in the submission process, commonly due to the different design professionals completing work to be included in the submissions.

BUILDING

There are two methods of submitting and processing commercial [Building Plans](#). You may submit complete Building Plans for review, or you may elect to Phase the submission under separate packages consisting of Foundations, Building shell, and Interior finish (or "to complete" for single tenant). This second method is called [Phased Building Plan Review](#). It should be noted that Building and Site Plans might be submitted concurrently.

Unlike Commercial Plans, [Residential Plans](#) must be submitted and approved simultaneously, before a permit can be issued.

CONSTRUCTION

You will need Site Plan approval and Building Plan approval (either standard or Phased Review), before construction, permits can be issue. Additional permits by various outside governmental agencies may be required, prior to proceeding with any construction.

CODES

We have provided a link for [CODES](#) adopted by the City of Tampa, and in force since March 1, 2002.

2. SITE & BUILDING PLAN SUBMISSION AND APPROVAL PROCESS

As the owner of a property or the Owner's authorized agent, you should get approval or determination through a Preliminary Site Plan Review prior to commencement of any construction on any commercial project in the City of Tampa. To schedule a [Preliminary Plan Review](#), follow the instructions on this link, or contact our offices at 813-274-3100. In order to expedite the process, the City allows for simultaneous Site and Building Plan Review. Many departments within the City will review the documents for specific areas of compliance. The departments reviewing the documents include [Land Development](#) coordination, The [Fire Marshall](#), [Historic Preservation](#), Parks and Recreation, [Wastewater](#), [Solid Waste](#), [Stormwater Management](#), [Transportation](#), and [Water](#).

Other agencies also may review the documents for compliance with their regulations. These agencies include The [Hillsborough County Environmental Protection Commission](#) (EPC), The [Southwest Florida Water Management District](#) (SWFWMD), and The [Florida Department of Transportation](#) (FDOT). For additional requirements, please visit the agency's site by using the above links or contact information provided on [Section 5](#).

Applying for Street Address

If your proposed development is for new construction, a street address is required, and may be applied for utilizing the [Application for Address Assignment](#) through the City's Right-of-way and Mapping, or contact them at 813-274-8725.

Plans Submission

Two (2) sets of detailed Site and Building Plans are required for review/permitting. The areas of site plan review are comprised of Transportation, Landscaping, Zoning, Stormwater, Solid Waste, Fire (for commercial projects) and Building. There are several historic and design overlay districts that contain various specific exterior design guidelines within the City limits. Projects located within these districts may require approval from the district prior to issuance of a permit. [Section 3](#) has a list of current design and overlay districts. The City is currently reviewing several additional areas of concern and may adopt additional Historic and overlay districts in the future. You should contact Construction Services Department at 813-274-3100 to see if there are any new requirements prior to submitting for plan review.

Commercial Site and Building plans may be submitted for review concurrently; or they may be submitted separately, as you desire. The Site plan review may be done prior to the submission of the Building plans in order to expedite the approval process, at the Owner's selection. The [Building plans](#) will not be approved for construction without an approved [Site plan](#) submittal package. To expedite the Site plan review process, a completed [Site Data Table](#) must be included in all sets of the submittal plans. This table provides critical information for the review of the project.

Unlike Commercial Plans, [Residential Plans](#) must be submitted and approved simultaneously, before a permit can be issued.

[Site Clearing](#) (Early Start) Permits may also be available to allow the contractor to begin some of the site clearing and in-ground work while the remainder Building plans is in the review process.

Many Departments within the City of Tampa review the Building Plans as part of the submission process. Other City offices may be required to review the project based on the project size, and location. Projects of substantial size may require a Development Regional Impact (DRI) approval and various specialty districts or overlay districts within the city may be required to review the project for architectural or historic compliance. Additional reviews and permits may be required by outside agencies prior to the issuance of the Building Permit. Please refer to [Section 5](#) for additional Governmental Agencies.

Applying for Residential Plans-on-File

To build a particular Model (Specific House) multiple times, plans may be placed on file. Multiple Plans will be reviewed as time permits. You will need to submit two complete sets of signed and sealed plans showing all options that go with that particular Model. Plans will be retained for the code cycle, unless the Engineer or Architect of record chooses to withdraw them sooner. For more information on Plans-on-File, visit the [documents and forms](#) section of our website.

Obtaining Review Comments/ Re-submittals

After the initial review, if plans are disapproved, a comment sheet will be provided to the Applicant. The Client Facilitator will either notify the Applicant via email or telephone call. Disapproval comments may be obtained at our offices: 1400 N. Boulevard. If the applicant provides an e-mail address on the permit application, we will notify them via email when comments and/or plans are ready.

The applicant's responses to these comments are then submitted for another review. Any revisions and deletions to the original submittal must be clearly identified with bubbled clouds and dates of the revisions/deletions by the appropriate design professional.

Applicants and/or design team may contact the plans Reviewer for further clarification. Plan Reviewer's contact information will be located at the end of the comment sheet. Plans Reviewers are also available to meet and discuss outstanding issues during normal business hours.

Revisions to the plans must be submitted in person to blend the revised drawings sheets into the two sets of original submittal documents.

Applicants have 60 days from the date of notification to respond to the comments. Failure to respond in this timeframe will result in the project files being considered abandoned by the City and the [Plans disposed](#) of according to Section 5 of The City of Tampa Municipal Code. Plans submitted after the expiration of the 60-day calendar will be assessed a resubmittal [fee](#) to be paid prior to any further review. If there are any outstanding issues that may effect this date, please notify the City prior to the expiration of the 60-day calendar. At the discretion of the Professional Plan Review Supervisor, projects may be placed on hold until the issue is resolved.

Approved Plans

Plans approved for permit by the City are subject to a [six- \(6\) month validation policy](#). Projects that have not acquired the appropriate permit are subject to cancellation. There are some extenuating circumstances that may allow the permit to be extended for an additional six (6) months, after payment of full plan examination is received. The applicant must contact the Client Facilitator Supervisor at 813-274-3100 prior to the expiration of the approval. After this date, all plan approvals become null and void.

Obtaining Permits

After the review is complete, the Client Facilitator will notify the applicant that the permit is ready for pick-up. At that time the applicant will be notified of any additional fees due at time of permitting. These fees include, but are not limited to [Transportation](#), [Hillsborough County School District](#), [Sewer](#), [Water](#), and [Fire Line](#) impact fees.

The Client Facilitator will inform the applicant which fees must be paid prior to the issuance of the permit, and which fees may be paid prior to issuance of the final certificate of occupancy.

Early Start Authorization

The contractor may apply for an early start authorization for interior work on commercial projects. Issuance of an early start authorization does not allow for the contractor or sub-contractor to call in for any inspections. [Inspections](#) may be called in only after a building permit has officially been issued for the project. All work must be exposed for inspection.

Phased Construction Permits

The City allows for the [Phased](#) permitting and construction of larger commercial projects. The contractor may apply for and obtain separate permits for [Foundations](#), [Building Shell](#), and To Complete or [Interior finish](#) to help expedite the construction schedule. The submission requirements for each of these separate Phases are identical to the Building Plan Process as outlined previously in this section

Other Related Documents

Additional information or documents may be required at time of submittal, depending on the type of permit you are inquiring about; please click on the link for a list of [documents and forms](#) related to construction projects.

3. HISTORIC AND DESIGN OVERLAY DISTRICTS

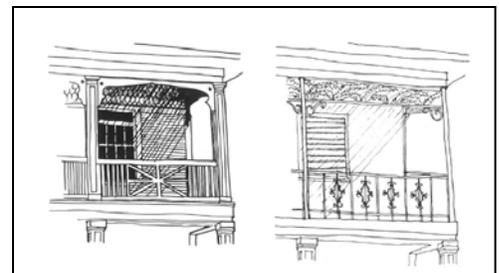
Historic Review Districts:

There are several Districts located within the City Limits that have additional [submission and review](#) requirements than those outlined in this handout. Projects located within the following Districts will be required to submit additional information for review and compliance. For more information, visit the [Historic Preservation and Urban Design](#) webpage. Use the following links to obtain more information on project submittal requirements within the Historic District or contact them at 813-274-8920:



Hyde Park Historic District

Projects located within the Hyde Park Historic Districts Boundaries will need to receive approval from the Architectural Review Commission, and projects must submit signed and sealed building plans as required by the HPHD as an attachment to the Site Plan Review Application.

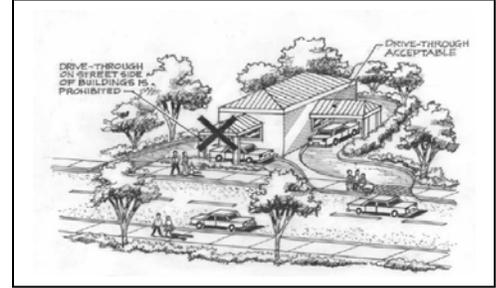


Seminole Heights Historic District

Projects located within the Seminole Heights Historic Districts Boundaries will need to receive approval from the Architectural Review Commission, and projects must submit signed and sealed building plans as required by the SHHD as an attachment to the Site Plan Review Application.

Ybor City Historic District

Projects located within the Ybor City Historic District Boundaries will need to receive approval from the Barrio Latino Commission, and projects must submit signed and sealed building plans as required by the YCHD as an attachment to the Site Plan Review Application



Tampa Heights Historic District

Projects located within the Tampa Heights Historic District Boundaries will need to receive approval from the Architectural Review Commission, and projects must submit signed and sealed building plans as required by the YCHD as an attachment to the Site Plan Review Application

West Tampa Overlay District

Projects located in the West Tampa Overlay district are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the WTOD, as there are specific design review guidelines. For West Tampa Overlay District Guidelines, please call 813-274-8402



Overlay Review Districts

New Overlay Districts are created from time to time, and we try to be a current as possible. However, it is important to check with [Land Development Coordination](#), to be sure. There are several Districts located within the City Limits that have additional submission and review requirements than those outlined in this handout. Projects located within the following Districts will be required to submit additional information for review and compliance. Request a review of your Project by the Land Development Coordination office by using the links provided on this guide or calling their offices at 813-274-8402. They will provide you with specific guidelines for one of the following Special Review Districts:

Central Business Districts ([Riverwalk Design Standards](#) and [Urban Design Guidelines](#))

Projects located in the Downtown district are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the CBD.



[Westshore Commercial Overlay District](#)

Projects located in the Westshore Commercial Overlay District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the WCOD, as there are specific design review guidelines.

[South Howard Commercial Overlay District](#)

Projects located in the South Howard Commercial Overlay District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the SHCOD, as there are specific design review guidelines.

[Channel District CRA](#)

Originally, the Channel District housed heavy shipping, loading and marine services along the Ybor and Garrison Channels and grew to include the first new residential development adaptively reusing the areas historical warehouse patters. Today, the District is evolving dramatically to include increased tourism related cruise industry uses, and higher-density residential and mixed-use projects. Projects located in this District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines.



[East Tampa Mixed Use Overlay District](#)

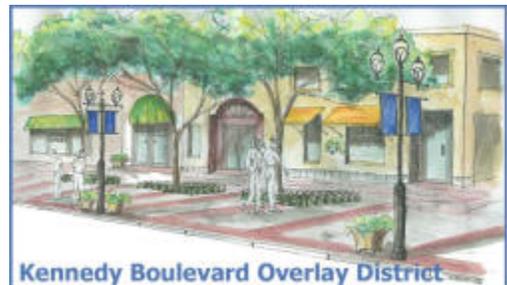
Projects located in the ETMUOD district are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the ETMUOD.

[New Tampa Commercial Overlay District](#)

Projects located in the New Tampa Commercial Overlay District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the NTCOD, as there are specific design review guidelines.

[Kennedy Boulevard Corridor District](#)

This corridor is unique in that it provides a scenic and direct transportation link between the Westshore Commercial District and the Central Business District. Historically, the uses ranged from residential to manufacturing. Currently the land use and zoning classification designate the corridor for office, general commercial and higher density residential uses. Projects in this District must submit signed and sealed Building Plans as required by the NTCOD, as there are specific design review guidelines.



[Parkland Estates Overlay District](#)

Projects located in the Parkland Estates Overlay District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the PEOD, as there are specific design review guidelines.

[Seminole Heights Overlay District](#)

Projects located in the Seminole Heights Overlay District are required to have a special design review for both new and redevelopment projects, as there are specific design review guidelines. Projects in this District must submit signed and sealed Building Plans as required by the SHCOD, as there are specific design review guidelines.

4. **GENERAL INFORMATION**

[City of Tampa Land Development Coordination](#)

Projects that are of size and scope as determined by the Zoning Office for compliance with Development of Regional Impact (DRI) may submit additional data as requested by the Land Development Coordination Division, and as required for DRI compliance. The Subdivision Review Office will also review the project. For more information click on the link above or contact them:

306 E. Jackson St., 3rd Floor
General Numbers: 813-274-8405
813-274-8725

[City of Tampa Construction Services Center](#)

1400 N. Boulevard
General Number: 813-274-3100

[City of Tampa Historic Preservation](#)

306 E. Jackson St., 3rd Floor
General Number: 813-274-8920

[City of Tampa Parks Department](#)

3402 West Columbus Drive
General Number: 813-274-8615

[City of Tampa Transportation Division](#)

306 E. Jackson St., 4th Floor
General Number: 813-274-8333

[City of Tampa Stormwater Management Division](#)

306 E. Jackson St., 6th Floor
General Number: 813-274-8341

[City of Tampa Wastewater Department](#)

306 E. Jackson St., 6th Floor
General Number: 813-274-8070

[City of Tampa Water Department](#)

306 E. Jackson St., 5th Floor
General Number: 813-274-8121

[City of Tampa Solid Waste Department](#)

4010 W. Spruce St.
General Number: 813-348-1111
Contract & Audit : 813-348-6509

5. Other Governmental Agencies:

[Hillsborough County Health Department](#)

If the project utilizes a septic tank, obtain a health department approval prior to submitting plans for review to Construction Services Division. The sanitary sewer commitment may be obtained directly from the [Sanitary Sewer Department](#), and allowing some lead-time before submission to Construction Services Division will expedite the overall process. Contact the agency by using the link above or:

1105 E. Kennedy Blvd
Main Office 813-307-8000

[Hillsborough County Planning Commission](#)

The Planning Commission makes recommendations to the Board of County Commissioners, Tampa City Council, Plant City Commission and Temple Terrace City Council regarding land use, community planning, capital improvements, urban design, and other comprehensive issues. Contact the agency by using the link above or:

601 Kennedy Blvd. E., 18th Floor
Main Office 813-272-5940

[Hillsborough County Aviation Authority](#)

For all structures in excess of 105-Feet, for all Cellular Towers and Antenna, approval will be required. Contact the agency using the link provided or:

5503 W Spruce Street
Main Office 813-870-8700

[Hillsborough County Environmental Protection Commission](#)

If your project has any wetland impact, (EPC) approval will be required. Contact the agency by using the link above or:

141021 North
Main Office 813-272-5960

[Hillsborough County Property Appraiser](#)

601 E. Kennedy Blvd., 16th Floor
Main Office 813-272-6100

[Southwest Florida Water Management District](#)

If your project requires an onsite, stormwater management facility, or there is any new impervious surface included in the project, SWFWMD approval will be required. Contact the agency by using the above link or:
7601 US HWY 301 N.
Main Office 813-985-7481

[Florida Department of Transportation](#)

Projects located along a state road, may need to be review by the Florida Department of Transportation (FDOT), and a FDOT permit may be required. The Florida Department of Transportation is a separate State Agency, use the link provided or:
2820 Leslie Rd.
District 7 Office 813-975-6000

[Division of Hotels and Restaurants](#)

If your project has a kitchen for food preparation, (DHR) approval will be required. Contact the agency by using the link above or :
1940 North Monroe St
Main Office 850-487-1395