



**Construction Services Division**

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

**Commercial Trade  
Permit Application**

Section 1

**Instructions:** Please use this application for all **trade permits on a commercial building**. Complete all sections that apply and provide a detailed description of the work.

**General Information (Please type or print in ink).**

Section 2

**Applicant Type**

Owner      Licensed Professional      Authorized Agent      Other

Applicant Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Section 3

**Licensed Professional Name (Contractor)**

Name \_\_\_\_\_

License Number \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Section 4

**Job Address and Description of Work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Trade Type**

Building       Electrical       Fire       Mechanical       Plumbing       Roof       Site

Job Value \_\_\_\_\_

**Building Trade Permit**

- Exterior Door/Window/Garage Door Replacement - Same Size; Number of Units \_\_\_\_\_
- Foundation Stabilization/Repair
- General; Number of Units \_\_\_\_\_
- Skylight
- Stucco/Exterior Plaster/Siding

**Electrical Trade Permit**

- General; Number of Units \_\_\_\_\_
- Service Upgrade; Number of Units \_\_\_\_\_

TECO Layout Number \_\_\_\_\_

**Fire Trade Permit**

- Fire Alarm - 10 devices or less
- Fire Sprinkler System - 20 heads or less

**Mechanical Trade Permit**

- General; Number of Units \_\_\_\_\_
- HVAC Equal Change-Outs; Number of Units \_\_\_\_\_
- Solar Heat/Heat Recovery System; Number of Units \_\_\_\_\_

**Plumbing Trade Permit**

- General; Number of Units \_\_\_\_\_
- Grease Trap
- Irrigation System
- Natural and LP Gas Piping; Number of Units \_\_\_\_\_
- Solar Water Heater; Number of Units \_\_\_\_\_

**Roof Trade Permit**

- Roof

**Site Trade Permit**

- General
- Seawall Repair

NOTICE TO PROPERTY OWNERS - F.S. 713

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

If you have hired a contractor to do the work, make sure that the contractor obtains the permit. The contractor's signature indicates he or she is responsible for the work, and if the work is not performed according to code, the City can require corrective action by the party who obtained the permit. Furthermore, if the contractor is not licensed, you can be in violation of state law by allowing an unlicensed person to do the work.

Since you or your contractor have applied for a building permit for work to be done on property you own, you should be aware that:

Any person who furnishes labor (a contractor, subcontractor or laborer) or supplies materials for your home repair, improvement or new construction may be able to file a claim (called a lien) against you if he has not been paid by your contractor or you. You are liable to subcontractors or suppliers if they are not paid by your contractor or yourself.

In order to protect yourself from paying twice, you must take the following steps:

Before any work is done by you or your contractor, immediately file or record a notice of commencement with the office of the Clerk of the Circuit Court. This step is required by the Florida Construction Lien Law, for all work greater than \$2500.00.

At the completion of work, require the contractor to give you a sworn notarized statement indicating all bills for labor and materials have been paid or a list naming those supplying labor and materials that have not been paid. Ask for the affidavit before making the last payment.

For further information on the Florida Construction Lien Law, you should read Chapter 713 of the Florida Statutes. This information is provided as required by law. Your local building permit office assumes no responsibility in this regard, and furnishing of this information does not imply that your contractor is unreliable.

Unlicensed Contractors: No person shall engage in the business or act in the capacity of a contractor without being duly registered or certified. Any person who violates this provision is guilty of a misdemeanor of the first degree, and may be punished by a prison term not exceeding one (1) year and/ or a fine not to exceed \$1,000. (Section 489.127 Florida Statutes).

ADVISORY

Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

APPLICANT ATTESTATION

Application is hereby made to obtain a building permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to comply with all applicable federal, state and local codes and laws regulating construction in the City of Tampa. Under penalty of perjury, I declare that all the information included in this building permit application along with the attached construction plans and specs is true, accurate and complete. I understand that the inclusion of any false or misleading information will render this permit application null and void. I further attest that the Florida Construction Lien Law (F.S.713) summary statement, as published by the Florida Department of Business and Professional Regulation, will be made available to the property owner. See [www.tampagov.net/permits](http://www.tampagov.net/permits).

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 6