



Construction Services Division

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"Threshold" Building Permit and Inspection Requirements

PERMIT REQUIREMENTS:

Pursuant to FS 553.71, the following documents, plans and details shall be included as part of the building permit application.

- A signed statement by the property owner identifying the general contractor and "Special Inspector" .
- A statement on "all" signed and sealed plans that to the best of the architect's or engineer's knowledge the plans and specifications comply with the minimum building codes.
- Structural inspection plans prepared by and signed by the engineer/architect of record, reviewed and approved by the special inspector.
- Shoring and reshoring procedures, plans and details, reviewed, approved and signed by a special inspector.
Note: Can be submitted after permit issuance with supervisory approval.

POST PERMIT REQUIREMENTS:

The following documents, plans and procedures shall be submitted and followed as stated below.

GENERAL CONTRACTOR

- Upon completion of each shoring and reshoring installation general contractor shall provide a statement that he has supervised and inspected such installation and certifies its compliance with permitted documents.

ENGINEER OR ARCHITECT OF RECORD

- Any proposal to install an alternate structural product or system to which building codes apply shall be submitted, signed, and sealed by the engineer or architect of record, for review and approval.
- If the architect or engineer of record acts at the same time as special inspector and wishes to send his duly authorized representative to the job site for inspection he shall provide a statement identifying the person who will represent him. Further, all required reports shall be prepared by and bear the seal of special inspector.

SPECIAL INSPECTOR

- Each shoring and reshoring installation shall be inspected by special inspector for compliance with documents and a written report bearing his seal shall be prepared and submitted by him.
- Periodic reports consistent with structural inspection plan bearing seal of special inspector shall be prepared and submitted by him.
- Upon completion of building and prior to issuance of C.O. special inspector shall prepare and submit a signed and sealed statement testifying compliance of construction of load bearing components and installation of shoring and reshoring with permitted documents.

Note: You can submit all threshold documents online via our permitting portal by visiting aca.tampagov.net and logging in to the site. Once logged in, perform the following steps:

- Locate your permit by going to "Search" and clicking "Building Permits," or utilize the search field located near the top of the screen.
- Click on "Record Info" once you've located the permit.
- Click on "Attachments" and upload the threshold documents.