



**CITY OF TREASURE ISLAND  
COMMUNITY IMPROVEMENT DEPARTMENT**

120 – 108<sup>TH</sup> AVENUE  
TREASURE ISLAND, FL 33706  
Phone: (727) 547-4575 Fax: (727) 547-4584  
Inspection Line: (727) 547-4575 ext. 431

**New Construction – Commercial**  
**Items Required to Apply for a Permit**

- Proof of Property Ownership** – PCPAO printout, deed, Sunbiz report if LLC, etc.
- Commercial Permit Application** – Signed by the contractor / authorized agent and homeowner. [per FS 713.135 (6)(a)]
- Contract** – Between owner and contractor, signed and dated.
- Subcontractor Verification Form** – (For electrical, plumbing, mechanical, gas, low voltage and/or roofing). Subcontractor will need to come into the Building Department to sign on before the master permit is issued.
- Current Sealed Survey** – To scale; Must include topographic elevations and a site drainage plan using directional arrows.
- Site Plan** – Must include the dimensions and setbacks of all structures from the property lines, erosion control plan/measures, patios, driveway, walkways, ISR calculations, etc.
- Construction Drawings** – Three sets of signed and sealed structural and architectural drawings. Must include the following:
  - Must submit all plans outlined in 107.3.5 FBC for Commercial Construction.
  - Design criteria information per Chapter 16 of the current edition of the FBC, with wind speed and exposure Category D – 145 MPH and roughness category D.
  - Foundation plan
  - Floor plan
  - Roof framing plan
  - Square footage breakdown per floor (habitable & non-habitable)
  - Parking Calculations, see Sec. 68-486 for requirements.
  - Typical wall section(s)
  - Sealed roof plan / truss layout, including floor trusses and fastening schedule
  - All exterior elevations
  - Electric plan
  - Mechanical, plumbing, and gas plans
  - Fire sprinkler and fire alarm plans (if applicable)
  - Pile foundation
  - Site plan with overall building and site dimensions, setbacks to all structures from all property lines and the ISR and Lot Coverage calculations.
  - Overall building height from grade and from base flood elevation plus 2'.

- Florida Product Approvals** – Obtained from FloridaBuilding.org. Two sets; Use 2017 Building Code. Show the FL product approval # and appropriate decimal point circled. One set of installation instructions or site-specific engineering for:
  - Exterior doors
  - Exterior windows
  - Roofing (tiles/shingles/modified bit, underlayment and vents)
  - Garage doors (include glass info if applicable)
  - HVAC stands
  - Soffit / Fascia
  - Siding
  - Flood vents
- Elevation Certificate** – For construction drawings. If located in a V Zone, must also provide V-Zone Certificate. If floodproofed, must also provide Floodproofing Certificate.
- Non-Conversion Agreement** – Recorded with the deed.
- Notice of Commencement** – Notarized and recorded. If not provided at time of application, required prior to first inspection.
- Building Coverage Calculation (including overhangs, porches, etc)**
- Impervious Surface Ratio Worksheet**
- Energy Calculations** – Two complete sets, including input summary sheet.
- Geotechnical Soil Report**
- Duke Energy Meter Platform** – Must be within front 25% of structure, or provide a letter from Duke Energy approving alternate location.

**If Applicable:**

- Owner/Builder Affidavit** – If homeowner is going to be the contractor. Single family or duplex dwelling only. Property cannot be for sale or rent within 12 months of project completion.
- Any Required Approvals from Other Agencies** – SWFWMD, Pinellas County Utilities, FDOT, etc.

Please note the following items will be required prior to final inspection on commercial properties:

- A Certification Letter and three (3) complete sets of “as built” plans signed and sealed by the Civil Engineer of Record attesting that the project has been constructed in substantial compliance with the approved civil site plan and approved by all other applicable government agencies.
- A Certification Letter and three (3) complete sets of “as built” plans signed and sealed by the Landscape Architect of Record attesting that the project has been constructed in substantial compliance with the approved landscape site plan and by all other applicable government agencies.
- Once these two packages are received, this will allow the owner/developer/applicant to request all final civil and landscaping site inspections concurrently with all final fire and building inspections required for the project. If there are minor punch list items (address numbers, HC, signage, etc.) then a conditional final inspection can be done giving the owner/developer some time to correct any noted deficiencies. If everything passes all civil,

landscape, Fire Marshall and Building inspections, and all final information listed in the next section below has been received and approved, the Building Official can issue a Certificate of Occupancy accordingly thereafter.

Please note the following items will be required prior to issuance of a Certificate of Occupancy:

- Final Elevation Certificate with pictures of all sides of the structure, including vents. If engineered flood openings were installed, provide a copy of the product approval.
- Final Survey, showing all setbacks, the HAG, LAG and LAG at base of stairs to match the final EC. Also include topographic elevations, site drainage arrows to demonstrate stormwater compliance, and final impervious surface calculations.
- Termite certificate
- Insulation certificate
- Duct Leakage Test Report or Envelope Leakage Test Report (Blower Door Test)

*Additional information may be required on a case-by-case basis.*

*A permit application will not be considered complete by the Community Development Department unless all required documents have been provided. All plans will be reviewed once all the correct documentation is submitted. Plans will be reviewed in the order they are received.*

**Permit Tech:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CITY OF TREASURE ISLAND  
COMMUNITY IMPROVEMENT DEPARTMENT**

120 – 108<sup>TH</sup> AVENUE  
TREASURE ISLAND, FL 33706  
Phone: (727) 547-4575 Fax: (727) 547-4584  
Inspection Line: (727) 547-4575 ext. 431

FOR OFFICE USE ONLY  
TOTAL FEES \$ \_\_\_\_\_

**NEW CONSTRUCTION - PERMIT APPLICATION**  
**COMMERCIAL ONLY**

ALL WORK & MATERIALS PER CURRENT APPLICABLE BUILDING, ELECTRICAL, MECHANICAL, AND FIRE CODES. SEE CITY WEBSITE FOR CURRENTLY ADOPTED CODES.

APPLICATION DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**PROPERTY INFORMATION:**

PROJECT ADDRESS: \_\_\_\_\_

SITE LEGAL DESCRIPTION: \_\_\_\_\_

PARCEL I.D. NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTRACTOR INFORMATION: (PLEASE COMPLETE OWNER/BUILDER AFFIDAVIT, IF APPLICABLE)**

REGISTERED COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

QUALIFIER'S NAME: \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_ PCCLB LICENSE NUMBER: \_\_\_\_\_

**PROJECT INFORMATION (WORK DESCRIPTION):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OCCUPANCY CLASSIFICATION \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_

NUMBER OF FLOORS \_\_\_\_ SQ FT PER STORY \_\_\_\_ SPRINKLED: \_\_\_\_\_ PROTECTED: \_\_\_\_\_

**CHANGE OF OCCUPANCY CRITERIA:**

CURRENT OCCUPANCY: \_\_\_\_\_ PROPOSED OCCUPANCY: \_\_\_\_\_

**MIXED OCCUPANCY YES/NO:** IF YES, CLEARLY IDENTIFY LOCATION ON SITE PLAN. THE LOCATION OF EACH TYPE OF OCCUPANCY AND PROPOSED OCCUPANT LOAD

VALUE OF WORK: \$ \_\_\_\_\_

**OTHER PERMITS REQUIRED: (PLEASE COMPLETE SUBCONTRACTOR VERIFICATION FORM)**

BUILDING: \$ \_\_\_\_\_  
ELECTRICAL: \$ \_\_\_\_\_  
PLUMBING: \$ \_\_\_\_\_  
MECHANICAL: \$ \_\_\_\_\_  
GAS: \$ \_\_\_\_\_  
ROOFING: \$ \_\_\_\_\_  
LOW VOLTAGE: \$ \_\_\_\_\_  
ELEVATOR: \$ \_\_\_\_\_

WILL THIS PROJECT REQUIRE A SWFWMD PERMIT? (Yes or No)  
(For structures with more than 4 living units)

WILL THIS PROJECT REQUIRE A CONSTRUCTION GENERAL PERMIT? (Yes or No)  
(If Project / Land Disturbance is greater than 1 acre in size)

**NOTICE:**

In addition to the work described under this permit, there may be additional requirements applicable to this property established by city, county, state and/or federal legislation. Further there may be additional permits required from other governmental entities such as the water management district, state agencies, or federal agencies, Section 553.79 (10), Florida Statutes.

Any permit for demolition or renovation shall contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, F.S., and to notify the Florida Department of Environmental Protection of his/her intentions to remove asbestos, when applicable, in accordance with state and federal law, Section 553.79(11), Florida Statutes.

**A letter from Pinellas County Air Quality shall also be provided.**

Application is hereby made to obtain a 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 meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: 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.

APPLICANTS ARE RESPONSIBLE FOR COMPLYING WITH THE FEDERAL AND STATE OF FLORIDA REQUIREMENTS FOR THE AMERICANS WITH DISABILITIES ACT.

I understand that I am subject to enforcement, penalties and / or fines for violation if inspection of the property reveals that I have made additions, renovations or remodeling to the property which were not included in the permit documents.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Signature of Contractor

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization who is personally known to me or has produced \_\_\_\_\_ as identification.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name of Notary Public)

\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name of Notary Public)

(FOR OFFICE USE ONLY)

<b>ZONING APPROVAL (IF APPLICABLE):</b>	<b>BUILDING DEPARTMENT APPROVAL:</b>
<b>FLOODPLAIN APPROVAL (IF APPLICABLE):</b>	<b>FIRE / PUBLIC WORKS APPROVAL:</b>