

****Commercial Contractors/Developers****
Read and keep a copy on the job site

Project Name

Building Permit #

Date of Issuance

Before Breaking Ground:

1. Site approval does not include any work in County right-of-way. All right-of-way work is a function of an approved Pasco County Right-of-Way Use Permit obtainable through **Central Permitting**. Please call **(727) 847-8126**.
2. Submit a dewatering plan (if applicable) for review prior to the Pre-Construction Meeting. **Engineering Inspections** performs the Pre-Construction Meeting that can be scheduled by calling **(727) 834-3670**. Erosion control measures will be discussed at this meeting.
3. Contact **Stormwater Management** for the Erosion Control Pre-Inspection before breaking ground. Please call **(727) 834-3611**.

Before Building Permit Issuance:

1. Submit a Building Permit Application and all other required documents to Central Permitting. Please contact **Central Permitting** for additional details **(727) 847-8126**.
2. Receipt of Pasco County Utility Impact Fee payment (needed prior to issuance of permit). **(813) 235-6189**.
3. A copy of the Site Development Permit issued by Current Planning, or proof of its issuance.

Note: All buffer walls, retaining walls, signage, irrigation systems, etc. require separate building permits. The Site Development Permit and/or the Building Permit for the principal structure(s) on the site do not include the construction of these items.

During Construction:

1. Contact **Stormwater Management** for the Erosion Control Mid-Project Inspection at 50% completion. Please call **(727) 834-3611**.
2. Submit a form board or foundation survey (Upload as an attachment in Pasco's Permitting System) prior to Lintel Inspection.
3. Contact **Building Inspections** for all required inspections on all permits including dumpsters, irrigation, fire sprinklers, alarms, etc. Please call **(727) 847-8126**.
4. Contact **Stormwater Management** for the Erosion Control Post-Project Inspection after all exposed earth has been stabilized. Please call **(727) 834-3611**.

Prior to Certificate of Occupancy (CO*) or Temporary Certificate of Occupancy (TCO):

1. A passing site inspection must be obtained from **Engineering Inspections (727) 834-3670**. Site inspections are normally conducted within five (5) business days after request. As a result of the inspection, either the site is passed or a punch list of items that need to be completed is generated. Based on a review of the items needing correction, a performance bond may be allowed to be posted. Items that cannot be bonded are health, safety and welfare items, which include drainage, fire hydrants, ADA-required items and work in any right-of-way. If no health, safety, and welfare items are on the punch list, you may be eligible for a TCO for stocking only.
2. Receive approval of the sealed FEMA Certificate(s) (if required) from Central Permitting. Send the certificate(s) to floodinfo@pascocountyfl.net for review.
3. Receive approval of the sealed as-built/final survey from Central Permitting by submitting one (1) copy of a sealed as-built/final survey with the associated building permit number(s).
4. If served by **Pasco County Utilities**, schedule and pass a Utilities Site Inspection. Utility inspections are scheduled by calling **(813) 235-6189**.
5. Completion of all Current Planning conditions of project approval that state "prior to CO." (ROW conveyance, tree mitigation, sidewalk fund contribution)
6. Receipt of payment of all fees due for the project and building permits, re-inspection and partial inspection fees, etc. assessed to that permit/project.
7. Submit a request for CO/TCO to the Building Inspections Division three (3) business days prior to its need via email: inspectionsschedulers@pascocountyfl.net

**A permanent CO is required prior to use of a building including use for interviewing, training, and other similar activities.*