PERMIT SUBMITTAL REQUIREMENTS

RESIDENTIAL ALTERATIONS (RENOVATIONS)

General Scope:

Alterations - all type of work that does not increase the square footage of a structure. This work type is not for work that expands the existing footprint of a structure- which would require a Residential Addition Permit.

Examples of Types of Work:

- Replacing Doors & Windows
- Opening Protection for Doors & Windows
- Existing Building Remodel (interior remodels, kitchen and bath upgrades, ceiling lifts)
- Existing Building Repair (interior drywall, repairs to plumbing & electrical)
- Adding an outdoor kitchen on existing concrete or pavers
- Interior Elevator
- Interior Fireplace (Metal Prefabricated or Site Constructed)
- Minimum Housing

Documents Required

All the documents below must be submitted in an electronic format

- Construction Plans
    - Floorplans/blueprints of existing & proposed work. Structural plans require a digital signature by a licensed design professional- Florida Licensed Professional Engineer or Registered Architect
    - Plans must be designed in accordance with the current edition of the Florida Building Code and it's referenced standards.
- Scope of work
- Florida Energy calculations and Load calculations- please consult with a licensed mechanical contractor
- If the Homeowner is submitting:
    - Owner-Builder Disclosure Statement (requires notarization)
- If the project is over $5,000
    - Notice Of Commencement (must be notarized and recorded with Clerk of Courts)
- If the home is located in a special flood hazard area Flood resistant construction and design compliance is required- Check your Flood Zone substantial improvement documentation will be required.

Common Reasons for Disapproval

- Construction plans and/or site plans are not dimensioned
- Plans are not signed and sealed
- Contractor's information not current in the system
- Application missing complete owner information

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- At revision status (disapproval is common because of lack of narrative submittal and delineation of changes.)

Special Conditions requiring additional documentation:

- **Termite protection notes.** Example: Installation of the new footer to support load-bearing wall. In general, required when soil is disturbed/slab poured.
- **Florida Product Approvals.** Example: Required when the scope of work includes installation of exterior windows, doors, roof materials, siding, etc.
- **Exterior building elevation views.** Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).
- **Structural Design Criteria.** Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).
- **Foundation plan, section, and details.** Example: Scope of work includes new foundation or repair to existing foundation (e.g., installation of a new footer to support a load bearing wall).
- **Floor and roof framing plans, including section/details.** Example: Scope of work includes repair, replacement, or installation of floor/roof trusses.
- **Exterior and interior wall sections.** Example: Scope of work includes repair, replacement, or installation of exterior/interior walls.
- **Location of equipment.** Example: Scope of work includes replacement/installation of equipment such as HVAC, water heater, etc.

Tutorials, Helpful Videos & Reference Links:

Florida Building Code:
https://floridabuilding.org/c/default.aspx

Pasco Land Development Code:
https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway:
https://aca-prod.accela.com/pasco/Default.aspx

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