

PERMIT SUBMITTAL REQUIREMENTS

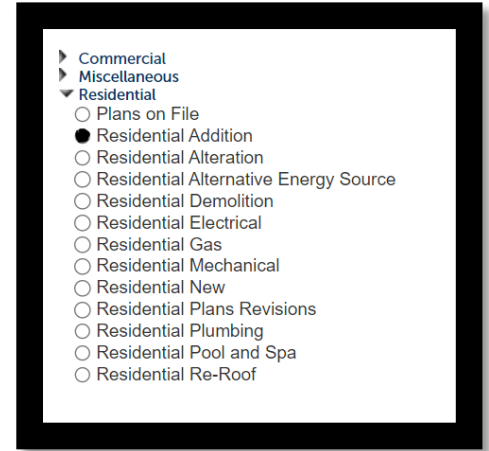
Residential Additions

General Scope:

This permit package applies to new residential additions when habitable space is being added.

Examples of Types of Work:

Second-floor addition to a primary residential structure or increasing the space of an existing residential structure; adding on new back bedroom, and bathroom additions.



Documents Required

- Project address or legal description
- Site Plans Including:
 - Current Boundary Survey with Setbacks and Easements
 - Property Lines
 - Finished Floor Elevations
 - Flood Zone Identification
 - Roadway Centerline Elevation
 - Existing Conditions
 - Trees
 - Location of the proposed structure
 - Location of all other structures or equipment on site
 - Distances between proposed structures
 - Drainage Plan
 - Easements
- Dimensioned, Scaled Plans signed and sealed by a design professional licensed in the State of Florida (if applicable). Plans must be designed in accordance with the 2020 Florida Building Code 7th Edition. Construction plans are only required to be signed and sealed by a Florida Licensed Professional Engineer or Registered Architect when repairs are made to components that may affect the structural stability of a building or structure
- Construction Documents: Written, graphic and pictorial documents prepared or assembled for describing the design, location, and physical characteristics of the elements of a project necessary for obtaining a building permit. FBC 202
- Floor Plans:
 - Existing and proposed floor plans with location and dimensions
 - Detailed scope of work
 - Identify the current Florida Building Code on plans
 - Identify all existing and proposed locations of smoke detectors
 - Scaled floor plan with room labels and dimensions.
 - Wall section on new interior walls (if applicable)

- Exterior building elevation views.
- Structural detail design criteria.
 - a. Wind speed/pressure.
 - b. Roof and floor live/dead loads
- Foundation plan, section, and details.
- Emergency exit (if applicable)
- Ventilation (if applicable)
- Bathroom door dimensions (if applicable)
- Hazardous glazing materials (if applicable)
- Florida Energy Efficiency Forms: If mechanical equipment is being retrofitted, provide one complete set of R402-2017 or R405-2017 and one copy of the front sheet. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. One copy of the manual “J” short form and one energy guide. The manual “J” form and the Energy Guide are obtained from the mechanical contractor.
- If the Homeowner is submitting the request:
 - [Owner-Builder Disclosure Statement](#) (requires notarization)
- [Subcontractor Verification Form](#): If work is being done by a mechanical, electrical, and/or plumbing contractor.
- If the project is more than \$2,500
 - [Notice Of Commencement](#) (must be notarized and recorded with [Clerk of Courts](#))

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.
- **FEMA Substantial Improvement Package.** Required for improvements made to properties located in [special flood hazard area](#). [Substantial Improvement Package \(PDF\)](#)

Applicable Codes

2020 Florida Building Codes, 7th Edition

Building

Residential

Existing

Energy Conservation

Mechanical

Plumbing

Accessibility

Fuel Gas

Test Protocols for High-Velocity Hurricane Zones

NEC 2017 – National Electrical Code

2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and NFPA 1, 2018 Edition

Average Review Time for the month for this work type:

8 Days

Tutorials, Helpful Videos & Reference Links:

PascoGateway Training page: <https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page: <https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

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>

If you need assistance with a Residential Addition Permit, please contact [BCS Customer Service](#) or via phone (727) 847-8126 and our staff will be happy to assist you.

Common Reasons for Disapproval

- Plans not dimensioned
- Plans are not signed and sealed
- Contractor's information not current in the system
- Application missing complete owner information
- At revision status (disapproval is common because of lack of narrative submittal and delineation of changes.)