

# RESIDENTIAL ALTERATIONS (RENOVATIONS)

## General Scope:

This permit package applies to work occurring on a residential structure of less than three units. Alteration, as defined by the Residential Florida Building Code, is any construction, retrofit, or renovation to an existing structure other than repair or addition that requires a permit. Any change in a building, electrical, gas, mechanical, or plumbing system that involves an extension, addition, or change to the original installation's arrangement, type, or purpose requires a permit. Alterations are for all manner of work that do not increase the square footage of a structure. This work type is not for work that expands the existing footprint of a structure; that would require a Residential Addition Permit.

## Examples of Types of Work:

Remodels, kitchen and bath upgrades, ceiling lifts, fireplaces, etc.

## Documents Required

- ❑ A detailed scope of work, clearly identifying the work to be performed.
- ❑ 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
- ❑ If no structural work is being done, please provide a scaled floor plan with room labels showing before and proposed work.
- ❑ 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
- ❑ 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.
- ❑ 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)
- ❑ If the home is located in a special flood hazard area (check map for FEMA2020 flood zone), substantial improvement documentation will be required to be submitted with your permit package.

## Special Conditions requiring additional documentation:

- If the property owner is acting as a contractor, an [Owner Builder Affidavit](#) is required
- 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.
- Site Plans.** Site plans are required for change of use/occupancy type projects or projects that include an exterior alteration
  1. Site plan including:
    1. Structure footprint;
    2. Finish Floor Elevation;
    3. Set-Backs;
    4. A/C Pad Location;
    5. Driveway and sidewalk with dimensions;
    6. Drainage flow arrows;
    7. Easements
    8. Trees.
    9. This site plan must be the same size as the construction plans
- FEMA Substantial Improvement Package.** Required for improvements made to properties located in a Special Flood Hazard Area. [Substantial Improvement Package \(PDF\)](#)

## Average Review Time for the month for this work type:

**8 Days**

## 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

## 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](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 an Alterations Permit, please contact [BCS Customer Service](#) or via phone at (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 as a result of lack of narrative submittal and delineation of changes.)