

# PERMIT SUBMITTAL REQUIREMENTS

## Residential New

### Types of Work

New single-family residential construction, townhomes, duplexes, and triplexes

### Documents Required

**\*\*All the documents below must be submitted in an electronic format\*\***

- Geological Hazards Building Area Affidavit
- Geological Hazards for Building Permit Application
- Driveway Connection Permit
- Fill/Drainage/Tree Affidavit (Fill over 5 cubic yard may require a Fill permit [fillpermits@mypasco.net](mailto:fillpermits@mypasco.net))
- Replacement Affidavit
- TUG Service Application
- Flood Affidavit – required when property is in a Flood zone
- Drainage Plan – Signed and Sealed

□ Site plan including:

- Address and Parcel number
- Street name and location
- Property lines with dimensions
- North arrow
- Location and dimensions of all existing and proposed structures
- Setbacks from proposed to all property lines and existing structures
- Depict any wetland present on property when applicable
- Flood zone identification and demarcation line if a property is in a mixed region
- Setbacks to any wetland delineation, flood zone delineation, or mean high water line for waterfront properties when applicable.
- Show easements with dimensions
- Finished Floor Elevation
- A/C Pad location with dimensions and setbacks
- Driveway with dimensions and dimensions with flares at right of way.
- Sidewalk dimensions
- Drainage flow arrows; drainage type
- Corner lot elevations
- Tree locations (If removing trees outside of the 5’ radius of the proposed work area a tree removal will be required [TreeRemovalPermits@mypasco.net](mailto:TreeRemovalPermits@mypasco.net))



- Construction Plans: Dimensioned, Scaled Plans, signed and sealed by a design professional licensed in the State of Florida (where applicable). 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.
- Plans must be designed in accordance with the current edition of the Florida Building Code and it's referenced standards. Construction plans are 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.
- Floor Plans:
  - Existing and proposed floor plans with location and dimensions
  - Detailed scope of work
  - Identify all existing and proposed locations of smoke detectors
- Florida Energy calculations and Load calculations where applicable
- If the Homeowner is submitting the request:
  - [Owner-Builder Disclosure Statement](#) (requires notarization)
- If the project is over \$5,000
  - [Notice Of Commencement](#) (must be notarized and recorded with Pasco [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

### **Applicable Codes**

The current edition of the Florida Building Code and it's referenced standards for:

Building  
 Residential  
 Electrical  
 Mechanical Plumbing  
 Existing Building  
 Energy Conservation Accessibility  
 Fuel Gas

## **Stormwater Permit**

Compliance with the federally mandated National Pollution Discharge Elimination System (NPDES) Permit requires that Pasco County issue Stormwater Permits to track Erosion and Sedimentation Control on new residential single-family and multi-family homes.

Reference Pasco County Land Development Code 902.1 Stormwater Quality

The Stormwater Permit is automatically generated from the new residential permit. There is no need to apply for a separate permit. Pasco County [Public Works](#) inspectors will complete a minimum of three inspections as follows:

1. Pre-inspection before breaking ground
2. Mid-inspection at 50% completion
3. Post-inspection at the end of the construction phase

All inspections are to be performed by Pasco County [Public Works](#) Inspectors. Builders using Private Providers must schedule inspections online or by calling 727-834-3611.

A flat fee of \$145 covers the 3 required inspections.

- This fee is already paid on the new residential permit and no additional fees are required unless the stormwater inspections have failed or permit has become expired.

The stormwater permit can be accessed from the “related records” of the residential new permit in the PascoGateway permitting system.

#### Frequently Asked Questions

1. What is required for each inspection?
  - a. 701 - Pre-inspection requirements:
    - i. No Earthwork activities can be performed until this inspection has PASSED.
    - ii. Silt fence and other erosion control best management practices, as needed, must be in place at the time of the inspection.
    - iii. Permit box must be installed. Permit and placard must be in the box.
    - iv. Any storm drain must be protected
  - b. 702 - Mid-inspection requirements:
    - i. Silt fence must be maintained to keep it trenched and in good condition.
    - ii. Storm drain protection devices must be in place, if needed.
    - iii. The 702 Mid-inspection is scheduled automatically after the 131 - Roofing Flashing inspection is PASSED on the main permit.
  - c. 703 - Post-inspection requirements:
    - i. Permit box and post must have been removed
    - ii. Exposed earth must be stabilized (Sod or seeding must be spread/completed).
    - iii. Silt fence and storm drain protection devices must be removed
2. When is the first inspection due?

- a. The Pre-inspection must be passed before the first building inspection may be scheduled.
3. How do I schedule the stormwater inspections?
  - a. Schedule your inspections online (ACA) or by calling Public Works at 727-834-3611
4. Are stormwater permits required for mobile homes?
  - a. No
5. When will my stormwater permit expire?
  - a. The stormwater permit no longer expires but the building permit expires after 180 days of no inspections being passed or partially passed.
6. When will the inspection be completed after I schedule it?
  - a. Usually the next business day.

For questions, call Pasco County [Public Works](#) at 727-834-3611.

## 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.)

## 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)

## Tutorials, Helpful Videos & Reference Links:

**PascoGateway Training page:**

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

**Documents/Forms/Fees page:**

[https://www.pascocountyfl.net/services/building\\_construction/permits\\_and\\_forms.php](https://www.pascocountyfl.net/services/building_construction/permits_and_forms.php)

**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 a Residential Addition Permit, please contact BCS Customer Service or via phone (727) 847-8126 and our staff will be happy to assist you.**