Residential New Home Permit Application Requirements:

- Residential Permit Application with all related subcontractors
- Geo Technical Documents
- 2 sets of Energy Calculations
- 2 sets of plans: [Residential new SFR plan checklist](#)
- 4 site plans – with set backs
- 2 drainage plans
- Driveway Permit application (2 copies)
- Notice of Commencement at permit pick up
- Permit fees are based on square footage of home
- Product approval
- Utility receipt/letter at permit pick up

*All plans must have address printed (If no address has been assigned, Plans must have Parcel number).*
## Residential New Home Permit Application Checklist/Instructions:

### Residential New Home or Replacement Permit Application Requirements:

- Building Permit Application
- Driveway Connection Application
- Fill-Drainage-Tree-Affidavit
- Fill Permit Application (If applicable)
- Geologic Hazards Building Area Affidavit
- Geologic Hazards for Building Permit Application
- Lot Grading and Finished Floor Elevation Affidavit
- Notice of Commencement (Before permit is issued) (If over $2,500 total job value)
- Product Approval
- Replacement Affidavit
- Residential Asbuilt submittal procedure
- Sample Fl. Energy Calculations
- Storm Water

## Residential Addition Checklist:

Residential addition checklist

## Residential in-ground New Pool/Permit Application Requirements:

- Building Permit Application
- Fill Permit Application (If applicable)
- MC ANSI APSP Worksheet
- Notice of Commencement (If over $2,500 total job value)
- Pool layout
- Piping diagram
- Pool engineering
- Power approval letter
- Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements
- Septic approval letter from the Health Department (if applicable)
- 2 engineered drainage plans
- 2 site plans. All site plans must include proposed topographical elevation on all four corners of the deck, location of pool/spa and pool equipment, and set-backs

**Residential above-ground Pool Permit Application Requirements:**

- Building Permit Application
- Manufacturer’s Pool Installation which includes the Electrical for the Pump
- Manufacturer’s Removable/Lockable Ladder Information
- Notice of Commencement (If over $2,500 total job value)
- Power approval letter
- Residential Pool Minimum Requirements (For above ground pool with depth of two feet or more)
- Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements
- Septic approval letter from the Health Department (if applicable)
- Site plan is to include the location of the electrical outlet for the pool pump (Minimum of 6 feet and 10 feet maximum from pool)
Residential above-ground Spa and Hot Tub Permit Application Requirements:

- Building Permit Application
- Manufacturer's Spa Installation instructions
- Notice of Commencement (If over $2,500 total job value)
- Power approval letter
- Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements
- Septic approval letter from the Health Department (if applicable)
- Spa cover information
- Site plan is to include all setbacks. Location of the electrical outlet for the pool pump must be a minimum of 6 feet and a maximum of 10 feet from pool, if it is not hard wired.

Dock(s) and Seawall(s) Permit Requirements:

- Dock and Seawall Permit Application
- Ordinance for Dock and Seawall
- Permit Checklist

Fill Permit Application Requirements:

- Fill Application Fill Permit
- Fill Application Fill Permit Regulations
- Fill/Drainage/Tree Affidavit

Flood Permit Application Requirements:

- Flood Damage Prevention Checklist
• **Flood Determination Request**
  • If in a flood zone: Complete the three page substantial improvement package: *Substantial Improvement Package*

**Ground Settlement Permit Requirements:**

- Building Permit Application
- Notice of Commencement (If over $2,500 total job value)
- Ground Settlement Investigative Permit Findings
- Remediation Activities Summary Report
- If in a flood zone: Complete the three page substantial improvement package: *Substantial Improvement Package*

**Mobile Home Permit Application Requirements:**

- Mobile Home Installation Requirements
- Mobile Home Pre-Owned Requirements
- Replacement Affidavit
Right of way Use Permit Application:

- Right of way Use Permit
- Residential driveway connections

Screen Room/Shed Permit Application Requirements:

- Building Permit Application
- Fill Drainage, Tree Affidavit (If applicable)
- Fill Permit Application (If applicable)
- Notice of Commencement (If applicable)
- (If over $2,500 total job value)
- Screen Room, Lanai, or Patio Requirements
- Residential Asbuilt submittal procedure
- Residential Shed Minimum Requirements
Sign Permit Requirements – Checklist 2018:

- Pasco-Sign-Permit-Checklist-2018

Tree Permit Application Requirements:

- Tree Permit Application
- LDC 800 Natural Cultural Resource Protection – Tree Removal

Residential Permit with General Contractor (all subcontractor trades) Checklist/Instructions:

- Contractor Central App Instructions
- Definitions, Scope of Work for Contractors
- Inspection Names by Group and Trade
- License Application (Certificate of Competency)
- Licensing and Business Information
- Quick On-Line Permit Instructions
- Recording of State Certified License
- Signature Authorization (to allow person(s) to be able to sign for permits)

Other Miscellaneous Permits:

- Air Conditioning Replacement Requirements
- Contractor Central App Instructions
- Interior Remodel and Additions
- Landscape and Irrigation Affidavit
- Notice of Commencement
- Owner Builder Affidavit
- Parking On Street
- Permits are Not required for
- Pool, Spa and Hot Tub Affidavit
- Product Approval Cover Sheet
• Quick On-Line Permit Instructions
• Request for Drainage
• Residential Asbuilt submittal procedure
• Residential Electrical Service Change Requirements
• Residential Generator Checklist
• Residential Natural Gas / Liquid Propane Requirements
• Roofing Affidavit
• Roof Replacement Requirements
• Search Archived Records for Certificate Of Occupancy Date Part 1
• Sprinkler Permit Affidavit
• Stop Work Order Guidelines
• Subdivisions exempt from the Landscape Ordinance
• Uniform Notice Alarm System Project
• Windows and Doors Replacement Requirements

Private Provider Requirements:
(Plan review, or inspections must be filed at permit application):
• Inspection Report
• Notice to Building Official
• Participants Directions Package
• Plan Compliance Affidavit

Fees:
• Building Permit, Inspections, and Contractor Licensing Fees
  Effective March 30, 2015
• Determining the Assessment District
• Development Services Fees
• Fee Areas
• How to Pay 1 Fee Item when many Re-inspections exist
• Impact Fee Calculations
• Impact Fee Research Request
• Mobility Fee Ordinance
• Mobility Fee Schedule
• Suspension of Impact Fees
• Transportation Impact Fee Schedule

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