



City of Clearwater

Development & Neighborhood Services Building Department

100 South Myrtle Avenue, Clearwater, FL 33756
Phone (727) 562-4567 Fax (727) 562-4576
www.myclearwater.com

Permit Application Checklist:

Only complete permit submittals will be accepted.

Complete application must include the following as applicable to your project:

- _____ Permit application form - **completed** with legal description (Parcel Number).
- _____ Updated State, PCCLB, Occupational Licenses
- _____ NOTICE OF COMMENCEMENT - RECORDED - one copy
- _____ **Plans review fee must be paid at time of submittal.**
- _____ **Interior work:** 3 sets of signed and sealed plans.
 - Drawings to show entire scope of work - Floor plans, electrical, mechanical, plumbing, structural, elevations, wall sections, details, etc.
- _____ **Exterior/site work: 8 sets** of signed and sealed plans for **Commercial.**
(3 sets for Residential - Interior & Exterior)
 - Drawings to include items listed above plus drawings showing scope of site work. Engineered site plans shall include parking layout and lot survey.
 - Tree survey (including 4" trees and their drip lines on site and within 25' of the adjacent site.
 - Landscape Plans for exterior work.
- _____ Development Order issued by the Director of Planning, if Flex or Flex Standard was required.
- _____ Clearing & Grubbing Permit. \$10.00 Fee.
- _____ Tree Removal application or "No Tree" verification form.
- _____ Energy calculations as required by State Energy Code (3 sets).
- _____ FEMA information for flood zone properties.
 - a. **New Construction:**
 1. Proposed elevation of new construction.
 2. Sealed grade elevation survey (NGVD).
 3. Plans shall be signed and sealed by architect or engineer.
 4. Tie In Survey
 - b. **Additions and remodels:**
 1. Need two cost estimates for construction, or signed contract. Building Official may ask for additional estimates.
 2. Photos of existing structure.
 3. Floor plans of existing structures.
 4. Elevation Certificate showing lowest floor elevation (if not on file).
- _____ Owner-Builder forms for owner permit following contractor exemption noted in Florida Statute. Must show proof of residency/occupancy.
- _____ Asbestos survey for all demolitions & renovations - Pinellas County 464-4422.

NOTE: Site and building drawings must be submitted together in a package