

CITY OF SAFETY HARBOR  
BUILDING DEPARTMENT  
***Commercial Building Permit  
Required Documents Checklist***

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750 Main Street, Safety Harbor, Florida 34695 (727) 724-1515

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DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

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Notes:

- **Incomplete applications will not be accepted. If after submittal, it is determined that the application is incomplete, the contractor will be called to pick up the application.**
- Broken or cracked sidewalks will be replaced prior to final inspection.
- Soil testing may be required.
- If sprinklers are required a separate permit will be required from the Fire Department.
- Any work in the right of way (except a driveway) will require a separate right of way permit from Engineering.
- The City of Safety Harbor will be reviewing the permit for compliance with the Land Development Code, City Code, and Fire Code. After this review is complete, a permit application will be submitted to Pinellas County for the Florida Building Code Review.

REQUIRED INFORMATION

- Permit Application
  
- Staff review form with top part filled out
  
- Property Ownership Affidavit or letter
  
- NPDES form for any projects with excavating and sediment control plan
  
- Affidavit (if submitted by owner/builder) (2 sets)
  
- Sealed Boundary, Topographic, and Tree Surveys showing: (6 sets)
  - Date, Scale, North Arrow

- Easements within or contiguous to the site
- Flood Zone
- Road Name, Location, Width of Right of Ways and Alleys
- Subdivision Name
- Topography (see Engineering Checklist)
- Tree species and DBH on site and within 25' of site
- Utilities
- Jurisdictional Wetland Boundary including Wetland Buffers and Top of Bank (if applicable)



Scaled Development Plan (6 sets) showing:

- All lot and parcel lines.
- Buildings and Accessory Structure Footprints
- Driveways
- Sidewalks along all road frontages
- Proposed Grading Plan (see Engineering Checklist)
- Proposed Protected Trees to Be Planted and Retained
- Setbacks
- Water Meter and Sewer Connection Locations and Sizes  
(Call Public Works at 727-724-1550 if you need existing utility information)
- Nearest hydrant location
- Irrigation (If need separate meter)
- Alleys and Right of Ways
- Wetlands and Wetland Buffers (if applicable)
- Top of Bank (if applicable)



Development Plan shall include data table with:

- Building Height (mean roof height)
- # of Stories
- Impervious Surface Area Calculations
- Gross Floor Area by Floor (for TND-1 and TND-2 character districts)
- Maximum Lot Coverage Calculation (for TND-1 and TND-2 character districts)

2 Sets

Certified Flood Elevation Certificates (if in a flood zone)

Building Plans Sealed by an Engineer or Architect

Building Elevations from all directions

Tree Permit Application

- Note: A Plan to Protect Trees During Construction (is required Prior to Issuance of Building Permit)

Sewer Connections shown on plans meet city technical standards. A link is below:

<http://www.cityofsafetyharbor.com/DocumentCenter/View/4631/Standard-Engineering-Details-Rev-January-2020-PDF?bidId=>

Standards SS1, SS3, SS8, SS9, SS10, SS15, and SS16 apply. Please note a right of way permit will be required if the connection is in the right of way.

Sidewalk and Driveway Permit Application and Surveyed Drawing including:

- Sidewalks and Driveways including width, thickness, and PSI
- Pavers in Right of Way (Note: an Affidavit is required Prior to Issuance of Building Permit)

Right of Way / Easement Utilization Permit

- For connection of utilities, installation of sidewalks, repair of sidewalks, or other work (except driveways) in the right of way

I confirm that all required documents are included in this submittal and I understand that my application will be returned if it is incomplete.

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Signature of Applicant

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Date