

CITY OF SAFETY HARBOR  
BUILDING DEPARTMENT

***Mechanical Equipment Completeness Form***

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

DATE \_\_\_\_\_

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

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.**
- **Mechanical Equipment is subject to Land Development Code Section 36.05.**
- **Mechanical equipment is considered a “city-county” permit that begin with a city review and are then submitted to Pinellas County to ensure consistency with the Florida Building Code.**
- **Mechanical Equipment is subject to a final inspection by the City of Safety Harbor and Pinellas County. Schedule the city inspection first, once the work is complete.**

REQUIRED INFORMATION

Permit application

If the job value exceeds \$5,000, a recorded Notice of Commencement Form is required prior to final inspection.

An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits.

Survey showing:

- Property lines and all existing building footprints and utility easements. (Please note that mechanical equipment is not permitted in a utility easement).
- The proposed location, type, dimensions, height of mechanical equipment

If the mechanical equipment is proposed within a residential secondary front (on a corner lot and on the side where the property is not addressed), submit One (1)

Survey showing:

- Property lines and all existing building footprints.
- The proposed location, type, dimensions, height of mechanical equipment.
- Proposed opaque screening including type of landscaping or fence, materials and height.

Note: Screening shall include an opaque decorative fence or wall or a non-opaque fence with opaque vegetative screening. All screening shall be a minimum of one

(1) foot higher than the height of the mechanical equipment being screened and a maximum of six (6) feet in height. A fence or wall will require a separate building permit.

If the mechanical equipment is proposed on a non single-family residential property adjacent to public right of way, pedestrian area or residential property, submit One (1) Survey showing:

- Property lines and all existing building footprints.
- The proposed location, type, dimensions, height of mechanical equipment.
- Proposed opaque screening including type of landscaping or fence, materials and height.

Note: a fence or wall will require a separate building permit.

If the mechanical equipment is proposed on a rooftop, submit One (1) Survey showing:

- Property lines and all existing building footprints.
- The proposed location, type, dimensions, height of mechanical equipment

Check here if the mechanical equipment does not meet any of the above design scenarios.

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