

**CITY OF SAFETY HARBOR  
BUILDING DEPARTMENT**

***Commercial Renovation or Expansion within Existing  
Building Footprint 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 # \_\_\_\_\_

Notes:

- Prior to submitting a commercial renovation or expansion building permit, please e-mail [planningdepartment@cityofsafetyharbor.com](mailto:planningdepartment@cityofsafetyharbor.com) to schedule a call to review permit steps and business tax requirements. A change of occupancy or life safety analysis may be required prior to permit submittal.
- 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.
- Parking lot modifications will require a separate building permit.
- Signage will require a separate building permit. 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. Note that Pinellas County has additional documentation requirements at submittal. For more information about Pinellas County requirements, visit <http://www.pinellascounty.org/build/default.htm>

**REQUIRED INFORMATION**



Permit Application



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



Change of Occupancy – if this is change of occupancy, a change of occupancy analysis is required per checklist and parking analysis.



Work description on permit includes all aspects of the renovation (interior renovations, exterior renovations, fire alarm, demolition, etc.)

- An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits.
  
- Certified Flood Elevation Certificates (if in a flood zone)
  
- Building Plans prepared by a licensed Engineer or Architect (4 sets), including:
  - Building Elevations from all directions

When connecting to sewer, the 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.
  
- If constructing a sidewalk or driveway, a separate building 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 – due at time of building permit submittal
  - 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