

CITY OF SAFETY HARBOR
BUILDING DEPARTMENT

Driveway or Paver Permit 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.**
- **Driveways are subject to Land Development Code Section 149.00**
- **Pavers are subject to Land Development Code Section 36.06.**
- **All driveways are subject to a pre-pour and final inspection.**
- **It is the contractor's responsibility to replace all broken/cracked sections of existing sidewalks.**
- **Driveways maintained by the Florida Department of Transportation (FDOT) permit and are subject to state inspections.**
- **Driveways maintained by Pinellas County and are subject to Pinellas County inspections.**
- **Driveway permits that in conjunction with a single family residential dwelling permit are reviewed as part of the dwelling permit. A separate permit application is not necessary.**

REQUIRED INFORMATION

Permit application.

One (1) Survey showing:

- Property lines and building footprints
- Location of existing driveway with dimensions the portion of the driveway to be demolished
- Existing structures
- Location of proposed driveway with dimensions, psi,
- Cross section showing base materials, driveway materials, and thickness
- Platted alleyways
- Existing sidewalks
- Existing roadways
- Location of utility lines and meters
- Trees including DBH and species
- Distance between driveway and property lines

- Water meters and setbacks between the proposed driveway and all water meters
- Setbacks from the proposed driveway to all lot lines

Note: the required information can be hand drawn on a survey.

- Owner Builder Affidavit (if applicable).
- A Driveway & Sidewalk Agreement if driveway is constructed with pavers and is in the right of way.
- A Right of Way Permit if a sidewalk is being constructed or repaired as part of the driveway project.
- Tree Permit (If trees are being removed) or a No Tree Removal Form.
- An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits.
- If the job value exceeds \$5,000, a recorded Notice of Commencement Form is required prior to final inspection
- Impervious Surface Worksheet
- All sidewalk crossings at the driveway must be ADA compliant.

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

Signature of Applicant

Date