

**CITY OF SAFETY HARBOR
BUILDING DEPARTMENT**

**New Single Family Residential Building Permit
Required Documents Checklist**

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.**
- Broken or cracked sidewalks will be replaced prior to final inspection.
- Soil testing may be required.
- Driveway permits for a new single family dwelling can be on a combined 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 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.
- Impervious Surface Ratio worksheet showing proposed impervious surface calculations.
- NPDES form for any projects with excavating and sediment control plan



Signed and Sealed (raised seal or physical stamp) Boundary, Topographic, and Tree Surveys showing: (4 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 Line, and Top of Bank (if applicable), and required buffers and buffer dimensions



Scaled Development Plan (4 sets) prepared by a licensed contractor showing:

- All lot and parcel lines
- Buildings and Accessory Structure Footprints and square feet
- Existing and Proposed Driveways, including width, thickness, PSI and materials.
- If pavers are proposed, a driveway and sidewalk agreement is required.
- Existing Sidewalks, including width and materials
- Proposed sidewalks, including width, materials, psi (note: sidewalks are required along all streets)
- Proposed Grading Plan (see Engineering Checklist)
- Proposed Protected Trees to Be Planted and Retained
- Setbacks
- Water Meter, Clean out, Water 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
- **Flood Zone line (if multiple flood zones)**
- Wetlands and Wetland Buffers (if applicable)
- Top of Bank (if applicable)
- Development Plan shall include data table with:
 - Zoning/Character District
 - Future Land Use
 - 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)
- Building elevations from all directions showing the height measurement from finished grade to the top of the flat roof or mid point to a pitched roof on all elevations to scale

Certified Flood Elevation Certificates (if in a flood zone)

Tree Removal Permit Application (if proposing to remove protected trees) or No Tree Removal Form

Shade tree locations, dbh and species shown on plan (6 shade trees per gross acre)

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

Grand Tree Application (if proposing to remove grand trees) or No Grand Tree Removal Form

Utility Billing New Service Account Form

If a wetland is delineated, include documentation that the jurisdictional boundary line was approved by FDEP, SWFWMD and the Army Corp of Engineers

Pavers in the right of way or easement require a driveway and sidewalk agreement

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.

Signature of Applicant

Date