Permitting Guide
Permit Drop Off and Pick Up  Hours – 9am to 2pm, Monday - Friday

- Complete permit packages may be dropped off or mailed to 440 Court St., Clearwater, 33756.
- We only serve Unincorporated Areas, Belleair Beach, Belleair Bluffs, Belleair Shore, and Indian Rocks Beach. Verify jurisdiction by visiting the Pinellas County Property Appraiser website: PCPAO.org or Pinellas County WebGIS.
- Every submittal must have contact information, which includes, applicant’s name, email, and phone number in addition to all required forms on checklist.
- An email will be sent advising customers when permit is ready for issuance and link our instructions to make required payment through Pinellas County Access Portal. When payment is made please allow a minimum of 2 business days for permit to be processed for pickup in our lobby or contact a staff member to schedule a pick-up date for pickup on the 1st floor of 440 Court St., Clearwater.
- For faster service during pickup please bring copy of your payment receipt and/or your permit number.
- Customers will be notified via email if submitted packages are deemed incomplete, wrong jurisdiction, or denied. They will provide instructions for pick up.

Payments - Are accepted by credit card at Pinellas County Access Portal. We accept MasterCard and Visa only. Please allow up to a minimum of 2 business days for permits to be ready for pick up.

Notice of Commencement (NOC) - For Pinellas County properties, you may record the NOC at the Pinellas County Clerk of Court. After the document is recorded it must be attached when completing permit submittal or for Express permits it must be uploaded to the Pinellas County Access Portal when applying. NOC’s may also be sent via email to the following based on permit type:
CBP (CB) – BuildingPermitRecord@PinellasCounty.org
EBP (CW) – BLDDIweb@PinellasCounty.org

Per Florida statute all Notice of Commencements must be on site for each inspection.

Notice of Commencement (NOC) Recording: Pinellas Clerk Online recording services or at locations below:
315 Court St. Clearwater - Room 150  545 1st Avenue North St Petersburg - Room 153
Permit Submittal Intake Checklists

- Residential Submittal Intake Checklist
- Commercial Submittal Intake Checklist
- Development Review Submittal Intake Checklist

Residential Permit Submittal Intake Checklist

The following are minimum requirements to accompany all Residential Permit applications:

- **Central Permit Form**: (Incomplete forms will be returned to the applicant)
- **Habitat Permit Form**: (When exterior work or new construction is being proposed)
- **Right of Way Utilization Form**: For projects proposed in the County Right of Way such as new/replacement driveways, sidewalks, sewer or water connections, temporary access, etc.
- **Residential Permits**: 2 complete sets of building plans, most projects will require these plans be signed and sealed.
- **All plans must show existing conditions and proposed conditions.**
- **Current Boundary/Topographic Survey**: 2 copies of signed and sealed survey issued within last 5 years and plot plan/site plan for all RESIDENTIAL projects that require exterior site work such as new construction, additions and any structural replacements such as screen enclosures, screen rooms, demolitions, pools, carports, sheds, generators, walls, etc. All improvements must be drawn to scale on survey or plot plan/site plan.
  Surveys can be acquired from your mortgage lender, or a surveying company. *Outdated surveys will not be accepted for new construction. IE. Dwelling units, additions, pool, etc.
- **Recorded Notice of Commencement Form (NOC)**: For any project value over $2500
- **Completed Sub-Contractor Form**: For any permits that require multiple trade work
- **Executed Contract**: Including the full scope of work and value
- **Owner Builders must provide copy of State Issued ID (Driver’s License, etc.)**: Sign all applications and include an Owner Contractor Affidavit with submittal package in person
- **All other information that might be applicable to specific projects such as:**
- **Energy forms & HVAC sizing calculations**
- **Florida Product Approval List**
- **Flood Zone Application (New Construction only- A&V Zones)**
- **FEMA Cost Breakdown information**
- **Copy of signed contract & Substantial Improvement Disclosure Form if FEMA 50% Rule is applicable**

Please click on the following link for forms. Building Forms or DRS Forms.

It is strongly recommended that contractors create a Pinellas County Access Portal Account to monitor their submitted applications, pay fees and schedule inspections. As over the phone payments and inspection requests will be very limited. Customers may also visit Pinellas County Access Portal to search for a status of submitted application without creating a Portal account. See listing on page 6 of express permits that can be obtained online.
Commercial Permit Submittal Intake Checklist

The following are minimum requirements to accompany all Commercial Permit applications:

- **Central Permit Form:** (Incomplete forms will be returned to the applicant)
- **Habitat Permit Form:** (When exterior work or new construction is being proposed)
- **Right of Way Utilization Form:** For projects proposed in the County Right of Way such as new/replacement driveways, sidewalks, sewer or water connections, temporary access, etc.
- **Building Plans:** 3 complete sets. Most projects will require these plans be signed and sealed.
- All plans must show existing conditions and proposed conditions.
- **Site Plan/Current Boundary/Topographic Survey:** 4 copies of signed and sealed site plan/survey for projects that propose exterior changes, additions, demolitions, new construction, remodels, stairs, ADA improvements, equipment, etc. All improvements must be drawn to scale on survey and/or site plan. *Outdated surveys will not be accepted for new construction.*
- **Recorded Notice of Commencement Form (NOC):** for any project value over $2500
- **Completed Sub-Contractor Form:** For any permits that require multiple trade work
- **Executed Contract:** Including the full scope of work and value
- All other information that might be applicable to specific projects such as:
  - Energy forms & HVAC sizing calculations
  - Florida Product Approval List
  - Flood Zone Application (New Construction only- A&V Zones)
  - FEMA Cost Breakdown information
  - Copy of signed contract & Substantial Improvement Disclosure Form if FEMA 50% Rule is applicable

Please click on the following link for forms. Building Forms or DRS Forms.

It is strongly recommended that contractors create a Pinellas County Access Portal Account to monitor their submitted applications, pay fees and schedule inspections. As over the phone payments and inspection requests will be very limited. Customers may also visit Pinellas County Access Portal to search for a status of submitted application without creating a Portal account. See listing on page 6 of express permits that can be obtained online.
Development Review Permit Submittal Intake Checklist

The following are minimum requirements to accompany all Development Review applications:

Such as Zoning Clearances, Driveways, Slabs, Paving, Resealing, Restriping, Patios, Sheds with foundation under 100 sqft, Fill of all types, Fences.

- **Central Permit Form:** (Incomplete forms will be returned to the applicant)
- **Habitat Permit Form:**
- **Right of Way Utilization Form:** For projects proposed in the County Right of Way such as new/replacement driveways, sidewalks, sewer or water connections, temporary access, etc.
- **Drawings:** Detailing entire work scope.
- **Site Plan/Survey:** 3 copies of signed and sealed site plan/survey.
- **Executed contract:** Including the full scope of work and value
- All other information that might be applicable to specific projects.

Please click on the following link for forms. Building Forms or DRS Forms.

It is strongly recommended that contractors create a Pinellas County Access Portal Account to monitor their submitted applications, pay fees and schedule inspections. As over the phone payments and inspection requests will be very limited. Customers may also visit Pinellas County Access Portal to search for a status of submitted application without creating a Portal account. See listing on page 6 of express permits that can be obtained online.
**Online Express Permit Contractors**

*Contractors* will need to create an account through the new [Pinellas County Access Portal](https://www.pinellascounty.org/services/accessportal). Pinellas County Building Services must grant permissions for contractors to obtain these permits online, therefore, you must upload a current state issued identification such as a *Driver’s License* for verification during the account registration process. *Agents cannot register an account on behalf of the contractor*. Contractors must be the Account Owner, otherwise permissions will not be granted. Once a Contractor is approved, they may add delegates such as Authorized Agents, Office Staff and Permit Runners to act on their behalf.

*Only the following Express permits are available via Pinellas County Access Portal. If the permit type is not on this list, you must submit a paper application to our office located at 440 Court St, Clearwater, FL 33756. All Belleair Bluffs, Belleair Beach permit applications must be submitted to office as they require pre-approval letter from the City. Please do not apply online. NOC's must be uploaded during online permit application.*

**All permits applied for in error are NON-REFUNDABLE.**

- Garage Doors
- Siding/Stucco/Soffit & Fascia
- Windows/Doors/Shutters *Attachments required for Plan Review prior to issuance
- Water Heaters *All types
- Electrical-Pool-Heat Pump Only
- Electrical Re-Cert/Restore Power
- Electrical Service Change - 1 or 2 Family
- Gas-Change of LP Gas Supplier *No exterior piping work, or new tanks
- Gas Appliance Change out
- Plumbing Relocate Hose Bib
- Plumbing Interior Only Re-pipe Water Distribution *No exterior work
- Plumbing Shower Pan (Plumbing Only)
- Tub to Shower Conversion
- Plumbing Water Conditioners/Softeners
- Refrigeration-Refrigeration Eq C/O
- Roofing Flat/Shingle/Tile/Roofing
- Roofing Metal *Requires S&S Engineering, attachments required for Plan Review prior to issuance
- Mechanical-AC and Furnace Change Outs/AC Duct Replacement

The following standalone applications when not in conjunction with a building permit record types are available via [Pinellas County Access Portal](https://www.pinellascounty.org/services/accessportal) account:

- Development Review Meeting
- Drainage Complaint
- Habitat Complaint
- Right of Way
- Tree Removal/Habitat Permit
- Zoning Certification Letter Requests
Contractor Registration
If you will not be obtaining express permits via Pinellas County Access Portal but want the convenience of tracking your permit records, paying fees, and scheduling inspections, please register at Pinellas County Access Portal. Instructions and tutorials are available on the website to assist and guide you through registration. Please allow us a minimum of 3 business days to grant you access to the portal. Only licensed contractors can add a license to their Pinellas County Access Portal and contractor must be identified as the Account Owner. Authorized agents must be added as delegates by the contractor on the contractor account to act on their behalf once permissions have been granted.

PCCLB registered contractors
When registering with Pinellas County Access Portal your contractor license must be in Active status. Please note if your contractor license does not appear when adding your license to the Pinellas County Access Portal account, your license maybe expired, or may not be active in the PCCLB database. You will need to contact PCCLB directly to rectify any issues with the status of your license. The Building department will not be able to update any license information. Permits will not be processed for inactive contractors. You must also provide for authorized agents with first time dropped off applications after October 2020 – an ORIGINAL Current Notarized Letter of Authorization. Previous registrations and letters of authorizations will not be carried over from prior system.

- Original Letter of Authorization – must be mailed in or dropped off, cannot be submitted electronically
- State issued ID – i.e. Driver’s license, State identification card

All contractors not regulated by PCCLB (Gas/LP, Mobile Home installers/IH, Sprinkler/Chemical (fire protection contractors) will need to provide updated contractor information with their permit drop-off that includes:

- Copy of State Issued Contractor License,
- Liability and Workers Compensation Insurance Certificates,
- Current ORIGINAL Notarized Letter of Authorization,
- Copy of State Issued Identification (Driver’s License, etc.) and address must match Contractor License

This will only be required for first time applications dropped off after October 2020. Previous registrations and letters of authorizations will not be carried over from prior system. Once your contractor license is added to our database you may than proceed to Pinellas County Access Portal to create an account and link your contractor license.
Contact Us

Contact Us by Email:

**Pinellas County Access Portal:** [Access-Portal@PinellasCounty.org](mailto:Access-Portal@PinellasCounty.org)

- Zoning/Residential Permitting: [DRS-HELP@PinellasCounty.org](mailto:DRS-HELP@PinellasCounty.org)
- General Information: [BuildingServices@PinellasCounty.org](mailto:BuildingServices@PinellasCounty.org)
- Contractor Services and Inspections: [Building@PinellasCounty.org](mailto:Building@PinellasCounty.org)

- Express/Commercial Permitting: [BLDDIWEB@PinellasCounty.org](mailto:BLDDIWEB@PinellasCounty.org)
- Habitat: [BDRSENVGroup@PinellasCounty.org](mailto:BDRSENVGroup@PinellasCounty.org)

Contact Us by Phone:

- **BDRS Call Center:** (727) 464-3888
- Zoning Clearances + Residential Permits: (727) 464-3401
- Commercial Permits: (727) 464-3170, (727) 464-4165
- Express Permits: (727) 464-3741, (727) 464-3927, (727) 464-3166
- Inspection Questions: 464-3888 (Press 3, option 1, 1,1)
- Utilities Permits: (727) 464-3473
- Right of Way Permits: (727) 464-3404 or (727) 464-3260
- Tree/Habitat Permits: (727) 464-3480

Scheduling Inspections:

(727) 453-4000, IVR user IDs and pins are no longer required.

Follow the system prompts for the corresponding permit type.
- For CBP – Press 1
- For EBP – press 2
- For HTP – press 3
- For RUP - press 4
- For CB - press 5
- For CW - press 6

For the new [four-digit inspection codes](#) continue to the following page.
**Phone Inspection Line Codes**

(727) 453-4000, IVR user IDs and pins are no longer required.

### Building Inspections
- 1002 B - Footing
- 1004 B - Slab
- 1006 B - Lintel
- 1008 B - Roof Sheathing
- 1009 B - Wall Sheathing
- 1010 B - Insulation
- 1012 B - Roof Dry-in
- 1014 B - Flashing
- 1016 B - Frame
- 1018 B - Wall Dry-in
- 1020 B - Lath
- 1022 B - Dry wall
- 1024 B - Roof Covering
- 1026 B - Column
- 1028 B - Fire Wall
- 1030 B - Steel
- 1032 B - Deck
- 1036 B - Press Test
- 1040 B - Tie Backs
- 1041 B - Caps
- 1042 B - Beams
- 1043 B - Mobile Home Tie Down
- 1046 B - Fire or Vehicle Damage
- 1050 B - Niche
- 1051 B - Static Water
- 1052 B - Partial Final Pool Protect
- 1060 B - Track
- 1065 B - Fill Cell
- 1070 B - Strapping
- 1075 B - Reroof in Progress
- 1097 B - Partial Final
- 1099 B - Final

### Electrical Inspections
- 1100 E - Sawpole
- 1102 E - Slab
- 1104 E - First Rough
- 1106 E - Temporary Power
- 1108 E - Service
- 1110 E - Pool Bond
- 1114 E - Wet Niche Bond
- 1116 E - Fire or Vehicle Damage Insp
- 1118 E - Ceiling Rough
- 1122 E - TUG Inspection
- 1140 E - Partial Rough
- 1150 E - Rough FA
- 1151 E - Partial Rough FA
- 1152 E - Partial Final FA
- 1153 E - Final FA
- 1154 E - Partial Rough Low Voltage
- 1155 E - Partial Final Low Voltage
- 1197 E - Partial Final
- 1199 E - Final

### Gas Inspections
- 1500 G - 1st Rough Gas Complete
- 1502 G - Aboveground Tank
- 1504 G - Underground Tank
- 1505 G - 1st Rough Piping and PT Int
- 1506 G - 1st Rough Piping and PT UG
- 1508 G - Piping Ext or Underground
- 1509 G - Appliance Install Only
- 1510 G - Gas Generator Set and Anchor
- 1540 G - 1st Rough Piping and PT Ext
- 1542 G - 1st Rgh Gas Venting Only
- 1597 G - Partial Final
- 1599 G - Final

### Mechanical Inspections
- 1200 M - 1st Rough
- 1201 M - Partial Rough
- 1202 M - Oil
- 1204 M - Furnace
- 1206 M - Boiler
- 1208 M - Downdraft KV
- 1297 M - Partial Final
- 1299 M - Final

### Plumbing Inspections
- 1300 P - 1st Rough
- 1302 P - 2nd Rough
- 1306 P - Sewer
- 1308 P - Water Svc
- 1310 P - Big Tub
- 1312 P - DWV/Roof
- 1314 P - Shower Pans Only
- 1316 P - Irrigation BFD
- 1320 P - UG Storm Piping
- 1321 P - Storm Sewer
- 1322 P - Storm Conductors
- 1323 P - Roof Drains
- 1324 P - Tub Set Only
- 1325 P - Grease Interceptors
- 1327 P - Water Pipe Only
- 1330 P - Tankless W/H
- 1332 P - Medical Gas 1st Rough
- 1333 P - Medical Gas 2nd Rough
- 1397 P - Partial Final
- 1399 P - Final

### Hood Inspections
- 1400 H - 1st Rough
- 1497 H - Partial Final
- 1499 H - Final

### Chemical Inspections
- 1600 C - 1st Rough
- 1697 C - Partial Final
- 1699 C - Final

### Refrigeration Inspections
- 1700 R - 1st Rough
- 1710 R - Pressure Test
- 1797 R - Partial Final
- 1799 R - Final

### DRS Finals
- 3002 ENGR - Final and/or CO