



Permitting Guide

March 2021

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

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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](#). 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](#) 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 then 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

Zoning/Residential Permitting :
DRS-HELP@PinellasCounty.org

General Information:
BuildingServices@PinellasCounty.org

Contractor Services and Inspections:
Building@PinellasCounty.org

Express/Commercial Permitting:
BLDDIWEB@PinellasCounty.org

Habitat:
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

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

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

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

