



Respect | Integrity | Innovation | Service Excellence | Quality

OFFICE OF CENTRAL PERMITTING

DADE CITY CENTRAL PERMITTING
 14236 6TH Street, Suite 203
 Dade City, FL 33523
 352-521-4279

LAND O LAKES CENTRAL PERMITTING
 4111 Land O' Lakes Boulevard, Suite 205
 Land O' Lakes, FL 34639
 813-929-2749

NEW PORT RICHEY CENTRAL PERMITTING
 8731 Citizens Drive, Suite 230
 New Port Richey, FL 34654
 727-847-8126

RESIDENTIAL NEW HOME PERMIT APPLICATION REQUIREMENTS

Residential New Home Permit Application Requirements:



- Residential Permit Application with all related subcontractors
- Geo Technical Documents
- 2 sets of Energy Calculations
- 2 sets of plans: [Residential new SFR plan checklist](#)
- 4 site plans – with set backs
- 2 drainage plans
- Driveway Permit application (2 copies)
- Notice of Commencement at permit pick up
- Permit fees are based on square footage of home
- Product approval
- Utility receipt/letter at permit pick up

*All plans must have address printed (If no address has been assigned, Plans must have Parcel number).

Residential New Home Permit Application Checklist/ Instructions:

Residential New Home or Replacement Permit Application Requirements:



- [Building Permit Application](#)
- [Driveway Connection Application](#)
- [Fill-Drainage-Tree-Affidavit-](#)
- [Fill Permit Application](#) (If applicable)
- [Geologic Hazards Building Area Affidavit](#)
- [Geologic Hazards for Building Permit Application](#)
- [Lot Grading and Finished Floor Elevation Affidavit](#)
- [Notice of Commencement](#) (Before permit is issued) (If over \$2,500 total job value)
- [Product Approval](#)
- [Replacement Affidavit](#)
- [Residential Asbuilt submittal procedure](#)
- [Sample Fl. Energy Calculations](#)
- [Storm Water](#)

Residential Addition Checklist:

[Residential addition checklist](#)

Residential in-ground New Pool/Permit Application Requirements:



- [Building Permit Application](#)
- [Fill Permit Application](#) (If applicable)
- [MC ANSI APSP Worksheet](#)
- [Notice of Commencement](#) (If over \$2,500 total job value)
- Pool layout
- Piping diagram

- Pool engineering
- Power approval letter
- [Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements](#)
- Septic approval letter from the Health Department (if applicable)
- 2 engineered drainage plans
- 2 site plans. All site plans must include proposed topographical elevation on all four corners of the deck, location of pool/spa and pool equipment, and set-backs

Residential above-ground Pool Permit Application Requirements:



- [Building Permit Application](#)
- Manufacturer's Pool Installation which includes the Electrical for the Pump
- Manufacturer's Removable/Lockable Ladder Information
- [Notice of Commencement](#) (If over \$2,500 total job value)
- Power approval letter
- [Residential Pool Minimum Requirements](#) (For above ground pool with depth of two feet or more)
- [Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements](#)
- Septic approval letter from the Health Department (if applicable)
- Site plan is to include the location of the electrical outlet for the pool pump (Minimum of 6 feet and 10 feet maximum from pool)

Residential above-ground Spa and Hot Tub Permit Application Requirements:



- [Building Permit Application](#)
- [Manufacturer's Spa Installation instructions](#)
- [Notice of Commencement](#) (If over \$2,500 total job value)
- [Power approval letter](#)
- [Residential Swimming Pool, Spa, and/or hot tub safety act notice of requirements](#)
- [Septic approval letter from the Health Department](#) (if applicable)
- [Spa cover information](#)
- [Site plan is to include all setbacks. Location of the electrical outlet for the pool pump must be a minimum of 6 feet and a maximum of 10 feet from pool, if it is not hard wired.](#)

Dock(s) and Seawall(s) Permit Requirements:

- [Dock and Seawall Permit Application](#)
- [Ordinance for Dock and Seawall](#)
- [Permit Checklist](#)

Fill Permit Application Requirements:

- [Fill Application Fill Permit](#)
- [Fill Application Fill Permit Regulations](#)
- [Fill/Drainage/Tree Affidavit](#)

Flood Permit Application Requirements:



- [Flood Damage Prevention Checklist](#)

- [Flood Determination Request](#)
- [Substantial Improvement Package](#)

Ground Settlement Permit Requirements:



- [Building Permit Application](#)
- [Notice of Commencement](#) (If over \$2,500 total job value)
- [Ground Settlement Investigative Permit Findings](#)
- [Remediation Activities Summary Report](#)
- If in a flood zone: Complete the three page substantial improvement package: [Substantial Improvement Package](#)

Mobile Home Permit Application Requirements:



- [Mobile Home Installation Requirements](#)
- [Mobile Home Pre-Owned Requirements](#)
- [Replacement Affidavit](#)

Implementation date is September 1, 2018 which is when Pasco County will require Building Permits for all repairs and alterations to Mobile Homes (as defined by F.S. 320.01) where required by the Pasco County Code of Ordinances:

Sec. 18-36.-Permit required.

(a) Permits are required as stated in this code and the Florida Building Code. The following activities require a building permit unless exempted in writing by the Building Official; erection, construction, alteration or repair of a building, structure, electrical, gas, mechanical or plumbing system. (Ord. No. 07-20, & 1, 9-11-07).

This requirement includes but is not limited to re-roofs, roof repairs, interior remodels, general repairs and exterior door and window replacements.

Those Mobile Homes located in Flood areas will also be subject to all relevant Flood Damage Prevention requirements per local and Federal Codes and Ordinances.

Right of way Use Permit Application:

- [Right of way Use Permit](#)
- [Residential driveway connections](#)

Screen Room/Shed Permit Application Requirements:



- [Building Permit Application](#)
- [Fill Drainage, Tree Affidavit](#) (If applicable)
- [Fill Permit Application](#) (If applicable)
- [Notice of Commencement](#) (If applicable)
- (If over \$2,500 total job value)
- [Screen Room, Lanai, or Patio Requirements](#)
- [Residential Asbuilt submittal procedure](#)
- [Residential Shed Minimum Requirements](#)

Sign Permit Requirements – Checklist 2018:

- [Pasco-Sign-Permit-Checklist-2018](#)

Tree Permit Application Requirements:



- [Tree Permit Application](#)
- [LDC 800 Natural Cultural Resource Protection – Tree Removal](#)

Residential Permit with General Contractor (all subcontractor trades) Checklist/Instructions:

- [Contractor Central App Instructions](#)
- [Definitions, Scope of Work for Contractors](#)
- [Inspection Names by Group and Trade](#)
- [License Application \(Certificate of Competency\)](#)
- [Licensing and Business Information](#)
- [Quick On-Line Permit Instructions](#)
- [Recording of State Certified License](#)
- [Signature Authorization](#) (to allow person(s) to be able to sign for permits)

Other Miscellaneous Permits:

- [Air Conditioning Replacement Requirements](#)
- [Contractor Central App Instructions](#)
- [Flood Damage Prevention Checklist](#)
- [Flood Determine Request](#)
- [Interior Remodel and Additions](#)
- [Landscape and Irrigation Affidavit](#)
- [Notice of Commencement](#)
- [Owner Builder Affidavit](#)
- [Parking On Street](#)
- [Permits are Not required for](#)

- [Pool, Spa and Hot Tub Affidavit](#)
- [Product Approval Cover Sheet](#)
- [Quick On-Line Permit Instructions](#)
- [Request for Drainage](#)
- [Residential Asbuilt submittal procedure](#)
- [Residential Electrical Service Change Requirements](#)
- [Residential Natural Gas / Liquid Propane Requirements](#)
- [Roofing Affidavit](#)
- [Roof Replacement Requirements](#)
- [Search Archived Records for Certificate Of Occupancy Date Part 1](#)
- [Sprinkler Permit Affidavit](#)
- [Stop Work Order Guidelines](#)
- [Subdivisions exempt from the Landscape Ordinance](#)
- [Uniform Notice Alarm System Project](#)
- [Windows and Doors Replacement Requirements](#)

If in a flood zone: Complete the three page substantial improvement package:

- [Substantial Improvement Package](#)
- [Uniform Notice Alarm System Project](#)

**Private Provider Requirements:
(Plan review, or inspections must be filed at permit application):**

- [Inspection Report](#)
- [Notice to Building Official](#)
- [Participants Directions Package](#)
- [Plan Compliance Affidavit](#)

Fees:

- [Building Permit, Inspections, and Contractor Licensing Fees Effective March 30, 2015](#)
- [Determining the Assessment District](#)
- [Development Services Fees](#)
- [Fee Areas](#)
- [How to Pay 1 Fee Item when many Re-inspections exist](#)
- [Impact Fee Calculations](#)
- [Impact Fee Research Request](#)
- [Mobility Fee Ordinance](#)
- [Mobility Fee Schedule](#)
- [Suspension of Impact Fees](#)
- [Transportation Impact Fee Schedule](#)

Revised 4-1-19