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**NOTICE**

DATE: May 16, 2008  
TO: ALL COMMERCIAL CONTRACTORS  
FROM:  Jerry Sparks, AIA, CBO, Building Official  
Director, Building Services Division, PGMD  
SUBJECT: FOUNDATION (TIE-IN) SURVEY PROGRAM

On June 26, 2006, the Planning and Growth Management Building Services Division implemented a foundation (tie-in) survey program as required by Section 105.6 of the 2005 Hillsborough County Construction Code.

During recent discussions with the BSD Hazard Mitigation Section, who is responsible for reviewing and approving foundation (tie-in) surveys, we have concluded that requiring these surveys to be submitted prior to the completion of the first framing inspection does not accomplish the purpose of this program when structures are found to be out of compliance with the minimum vertical constraints imposed by the County's participation in the National Flood Insurance Program (NFIP).

Effective June 16, 2008, foundation (tie-in) surveys for all new commercial projects must be submitted to one of our permitting offices immediately upon completion of the "lowest floor" or batter board construction. Upon confirmation that the commercial building is in compliance with all horizontal and vertical constraints, building inspection code 108, which is assigned to foundation (tie-in) surveys, will be completed. The completion of this inspection will release the first bond beam and/or lintel inspection (Inspection Code 110).

On December 20, 2006, the proposed Finished Floor Elevation (FFE) on all commercial buildings became a minimum requirement of all commercial building permit applications. This information continues to be omitted on construction plans submitted for building permits resulting in our Hazard Mitigation Section being unable to efficiently review and approve the submitted foundation (tie-in) surveys. Providing this information will greatly assist the development team during construction as we have recently had several commercial projects that have been built below the County's Design Flood Elevation (DFE).