



Permit Requirements

Commercial Interior Finish

To apply and submit required documents please [log in to your HillsGovHub account](#).

- Shell permit number.
Note: If the Certificate of Completion has not been issued on the shell building and the Interior Finish contractor is different, an authorization letter from the shell contractor is required.
- Florida Energy Efficiency Forms: If mechanical equipment is being retrofitted, provide a digital set of form 506 if applicable, digitally signed and sealed.
- Key plan:
 - A map of the site showing -
 - Surrounding streets
 - Access to the site from the surrounding streets such as driveway(s)
 - If a commercial suite is involved,
 - the position of the building in need of the permit relative to others on the lot
 - the orientation of the building's front door
 - the location of the suite relative to its neighboring tenants along with either their individual addresses or suite numbers
- Restaurants are required to provide a digital copy of plans approved by Department of Business and Professional Regulation Division of Hotel and Restaurants prior to permit issuance.
- One (1) sets of digitally signed and sealed plans by a design professional licensed in the State of Florida.
- [Notice of Commencement](#): A recorded certified copy of the Notice of Commencement in accordance with [Section 713.13 of the Florida Statutes](#) is required to be submitted prior to the first inspection.

Notes:

Impact fees are assessed on all projects that require a building permit, or equivalent if no building permit is required. Impact fees must be paid prior to the release of permanent power, which is typically prior to Certificate of Occupancy.

Site review may be required if utility fixtures are added. Please contact Site Development staff at SitePlanAdminTasks@HCFLGov.net.