



Permit Requirements New Commercial Building/Addition (Including Accessory Structures/Sheds)

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

- Copy of recorded deed (if unplatted) or legal description.
- Florida Energy Efficiency Forms: Provide a complete set of form 506. Provide a digital set of R402 and R405 as required for apartment buildings. All sheets shall contain the signatures of the person whom performed the calculations. Provide one (1) copy of load calculations.
- Provide a complete set of “Approved for Construction” civil plans approved by the Site Intake Section or an approved [Vertical Plan Submittal Parallel Review Consent form](#).
- A map of the site showing:
 - ▶ Surrounding streets
 - ▶ Access to the site from the surrounding streets such as driveway(s)
 - ▶ If a building is involved,
 - the position of the building in need of the permit relative to others on the lot and
 - the orientation of the building’s front door
- Provide a set of digitally signed and sealed plans by a design professional licensed in the State of Florida.
- Sanitary sewer/water receipt: If other than Hillsborough County Utilities, provide a copy of the paid receipts from the supplying utility company. If sanitary service is not available, provide a copy of the septic tank permit. Contact Hillsborough County Health Department @ 307-8000 for information.
Note: Septic tank /well is not an option, if facilities are available the plumbing systems shell be connected to the available services.
- Provide a copy of Shop drawing if applicable. Required for Pre-Engineered Metal Buildings. Shop drawings shall be digitally signed and sealed by a design professional.
- State Health Department permit if applicable is required to install water distribution systems serving multiple buildings.
- [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.
- For the design of commercial Intermodal Shipping Containers, must also comply with all [ISC Sufficiency Guidelines](#).

Note: 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.