



# Permit Requirements

## New Commercial Shell Building

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 digital set of form 506. All sheets shall contain the signatures of the person whom performed the calculations. Provide one (1) copy of load calculations.
- Provide a digital set of “Approved for Construction” civil plans approved by the Site Intake Section.
- 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 digital site plan for the proposed project location.
- 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 shall be connected to the available services.
- Provide a Shop drawing if applicable. Required for Pre-Engineered Metal Buildings. Shop drawings shall be digitally signed and sealed by a design professional.
- [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.

**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.