



Permit Requirements Residential Addition

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

- Florida Energy Efficiency forms: Provide a digital set of R402 and R405. Front sheet shall contain the digital signature of the person who performed the calculations and the digital signature of the owner/agent. Provide one digital set of load calculations (Manual "J") obtained from Mechanical Contractor.
- Site Plans: Provide a digital single line drawing to scale showing all property boundaries, lot dimensions, location of proposed and existing structures on the lot, the setbacks (distance) from all structures to all property lines, street location name(s), and a north arrow. The site plan must also identify all easements, conservation, and/or wetlands areas and setbacks. Plans to state, "No trees, trees within an environmentally sensitive area, or any tree 12" or greater in trunk diameter 4.5' above the ground surface have been removed unless an exempt species as defined in Land Development Code Article 12.01, Definitions."
- Provide a digital set of signed and sealed plans by a design professional licensed in the State of Florida. Plans must be designed in accordance with the current Florida Building Code.
- Septic Tank Permit, if applicable. Required only if the residence is on a septic system and the addition is a bedroom.
Note: The Septic Tank Permit is issued by the State of Florida Health Department.
- If applicable under [Florida Statute 489.103\(7\)](#), a completed [Owner builder disclosure statement](#).
- [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.
- If the proposed project is located within a Special Flood Hazard Area (SFHA), [substantial improvement documentation](#) will be required to be submitted with your permit package. Hillsborough County has flood damage control prevention regulations that may affect how you remodel, renovate, or add-on to your building. Please check with your design professional or contractor for more information.

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.