



General Submission Requirements Residential New Construction and Additions Permit

This document provides a checklist of submittal items for residential new construction, townhomes, two-family and additions. A complete and thorough application submittal will ensure a timely review and response. For additional assistance, contact Building and Construction Services at Permitting@HCFLGov.net.

For complete and detailed technical guidelines please view the sufficiency guidelines for your permit type:

- [Residential Single-Family New Construction Sufficiency Guideline](#)
- [Townhome New Construction Sufficiency Guideline](#)
- [Residential Additions Sufficiency Guideline](#)

General Intake Requirements

Apply at [HillsGovHub](#) and include the following:

- Copy of a paid sanitary sewer and/or water receipt from the supplying utility company (if other than Hillsborough County Utilities)
 - If using a septic system (sewer/water not available) upload a copy of the approved septic system permit (including approved site plan) from [Florida Department of Health](#)
- [Owner-Builder Disclosure Statement](#), if applicable, in accordance with [Florida Statutes 489.103\(7\)\(a\)](#)
- [Notice of Commencement](#) prior to the first inspection
- Supporting documentation (such as Proof of ownership/deeds, variances, certified parcel splits, zoning approvals, encroachment affidavits, etc.)
- Applicant shall verify that the parcel is a legal lot of record
- Site Plan - full site plan requirements: [Single Family New Construction](#) | [Townhome New Construction](#) | [Additions](#)
 - Provide a site plan drawn to scale (minimum 1" = 60' and maximum of 11" x 17" in size)
 - Grading requirements per Florida Building Code (FBC)
 - Driveway review ([Hillsborough County Utility Accommodation Guide and Rights of Way Use Procedures Manual](#) and [Hillsborough County Transportation Technical Manual Section 5.8 and Typical Detail TD-7](#))
 - Sidewalk review (per [HC-LDC, Section 6.02.08](#))
- Building Plan - full site plan requirements: [Single Family New Construction](#) | [Townhome New Construction](#) | [Additions](#)
 - Building plans designed in accordance with the current Florida Building Code and digitally signed and sealed.
 - Florida Energy Efficiency forms and supporting documentation digitally signed.

Special Design Review Requirements

If any of the situations below apply, please see the Special Design Review Requirements for your permit type: [Single Family New Construction](#) | [Townhome New Construction](#) | [Additions](#)

- Additional requirements for all properties located within the Special Flood Hazard Area (as per the [Residential Single-Family New Construction Sufficiency Guideline](#)). Any improvement to an existing structure requires a [Substantial Damage/Improvement Worksheet](#)
- If the property is located within a Community Planned area, the areas require additional design review that govern the development per applicable code requirements
- If the property is located within a Coastal High Hazard Areas (Zone V) and Coastal A Zones or areas known to have muck soils, highly organic suspect soils, or where there is erosion, scour or settling of underlying soils, a soils and foundation analysis (geotechnical report) may be required
- If the property located inside the Wind-borne Debris Region, these areas require additional design requirements