Permit Requirements
Residential Accessory Structures
(Over 150 SF)

The following requirements apply for Residential Accessory Structures over 150 SF, including sheds, gazebos, carports and other similar structures. All required documents may be emailed to permitting@hillsboroughcounty.org or submitted online at HCFLGov.net/DigitalDropOff.

- Building permit completed application.

- Site Plans: Provide two (2) copies of single line drawings to scale showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street location and name (One (1) copy if 11”x 17” or smaller). If located on a corner lot, indicate the names of the streets, all easements, conservation, and/or wetlands areas. 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. Note: If submitting digitally, only one (1) copy is required.

- Two (2) sets of signed and sealed plans by a design professional licensed in the State of Florida or approved Department of Community Affairs (DCA) plans (One (1) copy if 11”x 17” or smaller). Note: If submitting digitally, only one (1) copy is required.

- Owner Builder Disclosure Statement, if applicable under Florida Statute 489.103(7).

- Notice of Commencement: If the job value is $2500 or higher, a recorded and 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.

- Subcontractor Verification Form