



# Permit Requirements Single Family Residence/Duplex

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 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.
- [Natural Resources Permit Application](#) packet or a copy of Blanket Natural Resource permit.
- Site Plan – 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.
- Sanitary sewer/water receipt: If other than Hillsborough County Utilities, provide a copy of paid receipt from the supplying utility company, or an exemption letter indicating that service is not available. If sewer/ water service is not available, provide a copy of the septic tank permit. Contact the State of Florida Health Department, Hillsborough County Public Health at 813-307-8000.  
**Note:** Septic tank/well is not an option. If service is available, the plumbing systems shall be connected to the available services.
- If applicable under [Florida Statue 489.103\(7\)](#), a completed [Owner builder disclosure statement](#).
- [A non-conversion agreement affidavit](#) (if applicable).
- [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 property is located on a County Maintained Road, an [Access Driveway Permit](#) is required.
- Sidewalks are generally required for all projects located within 1 mile (straight line measurement) of the Urban Service Area. Visit the [Hillsborough County Map Viewer](#), activate the Viewer Planning layer then select Urban Service Area to evaluate sidewalk requirements.

**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.