



# Hillsborough County Florida

## SINGLE FAMILY RESIDENCE/DUPLEX CHECKLIST

1. Building Permit completed application.
2. Copy of Recorded Deed (if metes and bounds) or legal description.
3. Florida Energy Efficiency forms: Provide one (1) complete set of R402-2017 or R405-2017 and two additional copies of the front sheet. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. Two copies of the manual "J" short form and one (1) energy guide. The Manual "J" form and the Energy Guide are obtained from the Mechanical Contractor.
4. Natural Resources Permit Application packet or a copy of Blanket Natural Resource permit.
5. 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. If located on a corner lot, indicate the names of the streets, all easements, conservation and/or wetlands areas.
6. Two (2) sets of signed and sealed plans by a design professional licensed in the State of Florida. Plans must be designed in accordance with the 2017 Florida Building Code 6<sup>th</sup> Edition.
7. 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 @ 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.
8. Homeowner affidavit if applicable under Florida Statute 489.103(7). Affidavits available at the permitting offices.  
**Note:** The homeowner must appear in person to pick up the permit.
9. Flood Affidavit signed by the owner and notarized if applicable. Only required if property is located in a Special Flood Hazard Area.

10. Substantial Improvement Packet (if applicable). Only required if property is located in a Special Flood Hazard Area.
11. A non-conversion agreement affidavit (if applicable).
12. 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.
13. If the property is located on a County Maintained Road, an Access Driveway Permit is required.

**NOTE:** Impact or Mobility fees are assessed on new construction. Impact fees must be paid prior to Certificate of Occupancy.

REV. 03-06-18