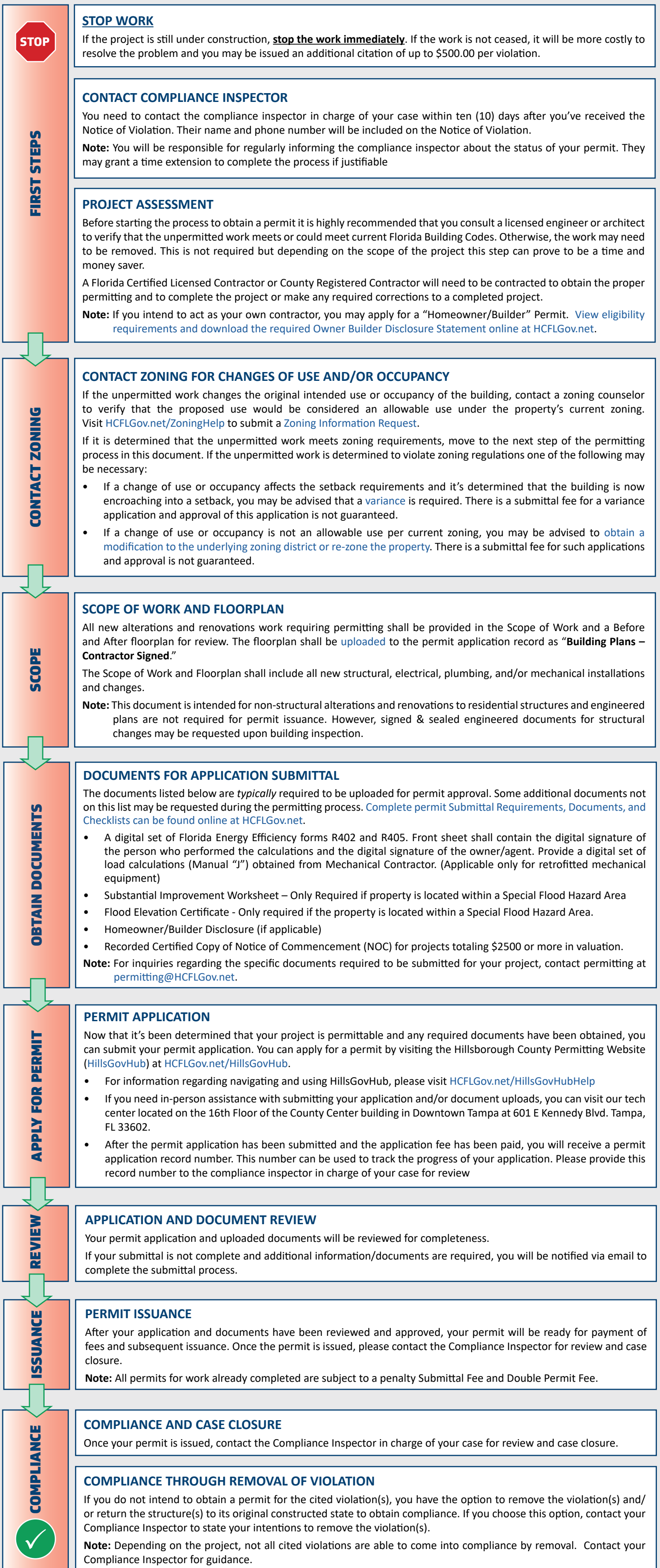




This document is a step-by-step guide from Notice of Violation Issuance to Permit Issuance and Case Closure



### STOP WORK

If the project is still under construction, **stop the work immediately**. If the work is not ceased, it will be more costly to resolve the problem and you may be issued an additional citation of up to \$500.00 per violation.

## FIRST STEPS

### CONTACT COMPLIANCE INSPECTOR

You need to contact the compliance inspector in charge of your case within ten (10) days after you've received the Notice of Violation. Their name and phone number will be included on the Notice of Violation.

**Note:** You will be responsible for regularly informing the compliance inspector about the status of your permit. They may grant a time extension to complete the process if justifiable

### PROJECT ASSESSMENT

Before starting the process to obtain a permit it is highly recommended that you consult a licensed engineer or architect to verify that the unpermitted work meets or could meet current Florida Building Codes. Otherwise, the work may need to be removed. This is not required but depending on the scope of the project this step can prove to be a time and money saver.

A Florida Certified Licensed Contractor or County Registered Contractor will need to be contracted to obtain the proper permitting and to complete the project or make any required corrections to a completed project.

**Note:** If you intend to act as your own contractor, you may apply for a "Homeowner/Builder" Permit. [View eligibility requirements and download the required Owner Builder Disclosure Statement online at HCFLGov.net.](#)

## CONTACT ZONING

### CONTACT ZONING FOR CHANGES OF USE AND/OR OCCUPANCY

If the unpermitted work changes the original intended use or occupancy of the building, contact a zoning counselor to verify that the proposed use would be considered an allowable use under the property's current zoning. Visit [HCFLGov.net/ZoningHelp](#) to submit a [Zoning Information Request](#).

If it is determined that the unpermitted work meets zoning requirements, move to the next step of the permitting process in this document. If the unpermitted work is determined to violate zoning regulations one of the following may be necessary:

- If a change of use or occupancy affects the setback requirements and it's determined that the building is now encroaching into a setback, you may be advised that a [variance](#) is required. There is a submittal fee for a variance application and approval of this application is not guaranteed.
- If a change of use or occupancy is not an allowable use per current zoning, you may be advised to [obtain a modification to the underlying zoning district or re-zone the property](#). There is a submittal fee for such applications and approval is not guaranteed.

## SCOPE

### SCOPE OF WORK AND FLOORPLAN

All new alterations and renovations work requiring permitting shall be provided in the Scope of Work and a Before and After floorplan for review. The floorplan shall be [uploaded](#) to the permit application record as "**Building Plans – Contractor Signed.**"

The Scope of Work and Floorplan shall include all new structural, electrical, plumbing, and/or mechanical installations and changes.

**Note:** This document is intended for non-structural alterations and renovations to residential structures and engineered plans are not required for permit issuance. However, signed & sealed engineered documents for structural changes may be requested upon building inspection.

## OBTAIN DOCUMENTS

### DOCUMENTS FOR APPLICATION SUBMITTAL

The documents listed below are *typically* required to be uploaded for permit approval. Some additional documents not on this list may be requested during the permitting process. [Complete permit Submittal Requirements, Documents, and Checklists can be found online at HCFLGov.net.](#)

- A digital set of Florida Energy Efficiency forms 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 a digital set of load calculations (Manual "J") obtained from Mechanical Contractor. (Applicable only for retrofitted mechanical equipment)
- Substantial Improvement Worksheet – Only Required if property is located within a Special Flood Hazard Area
- Flood Elevation Certificate - Only required if the property is located within a Special Flood Hazard Area.
- Homeowner/Builder Disclosure (if applicable)
- Recorded Certified Copy of Notice of Commencement (NOC) for projects totaling \$2500 or more in valuation.

**Note:** For inquiries regarding the specific documents required to be submitted for your project, contact permitting at [permitting@HCFLGov.net](mailto:permitting@HCFLGov.net).

## APPLY FOR PERMIT

### PERMIT APPLICATION

Now that it's been determined that your project is permissible and any required documents have been obtained, you can submit your permit application. You can apply for a permit by visiting the Hillsborough County Permitting Website ([HillsGovHub](#)) at [HCFLGov.net/HillsGovHub](#).

- For information regarding navigating and using HillsGovHub, please visit [HCFLGov.net/HillsGovHubHelp](#)
- If you need in-person assistance with submitting your application and/or document uploads, you can visit our tech center located on the 16th Floor of the County Center building in Downtown Tampa at 601 E Kennedy Blvd. Tampa, FL 33602.
- After the permit application has been submitted and the application fee has been paid, you will receive a permit application record number. This number can be used to track the progress of your application. Please provide this record number to the compliance inspector in charge of your case for review

## REVIEW

### APPLICATION AND DOCUMENT REVIEW

Your permit application and uploaded documents will be reviewed for completeness.

If your submittal is not complete and additional information/documents are required, you will be notified via email to complete the submittal process.

## ISSUANCE

### PERMIT ISSUANCE

After your application and documents have been reviewed and approved, your permit will be ready for payment of fees and subsequent issuance. Once the permit is issued, please contact the Compliance Inspector for review and case closure.

**Note:** All permits for work already completed are subject to a penalty Submittal Fee and Double Permit Fee.

## COMPLIANCE

### COMPLIANCE AND CASE CLOSURE

Once your permit is issued, contact the Compliance Inspector in charge of your case for review and case closure.

### COMPLIANCE THROUGH REMOVAL OF VIOLATION

If you do not intend to obtain a permit for the cited violation(s), you have the option to remove the violation(s) and/or return the structure(s) to its original constructed state to obtain compliance. If you choose this option, contact your Compliance Inspector to state your intentions to remove the violation(s).

**Note:** Depending on the project, not all cited violations are able to come into compliance by removal. Contact your Compliance Inspector for guidance.

