



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

STOP

FIRST STEPS

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.

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 a licensed engineer or architect is consulted 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
If the unpermitted work is an addition or new structure, contact a zoning counselor to verify that the work does not encroach into a yard setback or an easement and is allowable per the Hillsborough County Land Development Code. You will need to provide the dimensions of the structure or addition and the accurate distances to the property lines. 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 your addition or structure encroaches into a setback, you may be advised that [variance](#) is required. There is a submittal fee for a variance application and approval of this application is not guaranteed.
- If your addition or structure encroaches into an easement, the easement would need to be [vacated](#) before a [variance](#) application is submitted (if required.) There is a submittal fee associated with this application and approval of this application is not guaranteed.

PLANS

HIRE AN ENGINEER OR ARCHITECT (IF APPLICABLE)
All new construction of structures and additions requiring permitting shall have Signed and Sealed engineered plans developed by a Professional Engineer or Architect licensed in the State of Florida.
Note: Some construction activities do not require plans. Contact the Compliance Inspector in charge of your case to inquire about the necessity of engineered plans for your project.

***ENGINEER/ARCHITECT INSPECTIONS**
In some cases, especially in completed projects, the unpermitted work is covered and unable to be inspected by a County Inspector. In these circumstances, a licensed engineer or architect can be hired to perform the required inspections; however, an inspection must be [scheduled](#) in [HillsGovHub](#) prior to the submittal of engineer or architect inspection letters.

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.](#)

- Digitally Signed and Sealed Engineered Plans by a Licensed Design Professional (if applicable)
- Digital Site Plan Drawn to Scale (if applicable)
- Florida Energy Efficiency Forms and Manual J (not applicable to additions with no permanent A/C or Heating)
- Septic Tank Permit (if applicable) Septic Tank Permits are Issued by the Health Department, which can be contacted at 813-307-8000 for information.
- 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.

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 PLAN REVIEW
Your permit application and uploaded documents will be reviewed for completeness and, if applicable, your plans will be reviewed for compliance with the Florida Building Code.
If your submittal is not complete and additional information/documents are required, you will be notified via email to complete the submittal process.
After plan review, if corrections to the plans are required, you will be notified via email. You will need to submit corrections/revisions in a timely manner.

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.