



City of South Pasadena
Community Improvement Department
Office Address: 6940 Hibiscus Ave. S, South Pasadena, FL 33707
Mailing Address: 7047 Sunset Dr. S, South Pasadena, FL 33707
Phone: (727)343-4192 Fax: (727)381-4819

PERMIT SUBMITTAL CHECKLIST

General Requirements:

- As of June 24, 2024, all contractors must have their insurance carrier submit proof of General Liability and Worker's Compensation or Worker's Compensation Exemption Letter listing the City of South Pasadena, 6940 Hibiscus Avenue S., South Pasadena, FL 33707 as the Certificate Holder.
- Completed permit application. Ensure to complete each section of the application. Please mark N/A on any area of the form that is not applicable.
- Completed sub-contractor application (if applicable).
- Itemized copy of a cost valuation breakdown of labor and materials.
- Certified copy of the recorded notice of commencement for contracted work for a valuation greater than \$5,000.00 (or \$15,000.00 for Mechanical).
- Residential - Two (2) sets of code compliant scaled plans, or a demo plan, based on scope of work.
- Commercial – Three (3) sets code compliant scaled plans, or a demo plan, based on scope of work.
- Flood zone information - include flood zone, base flood elevation (BFE) + 2' freeboard, elevation of lowest floor or lowest horizontal member depending on flood zone and elevation of machinery.
- Copy of sealed survey for new construction, additions, pools, and accessory structures.
- All commercial projects must be signed and sealed by a design professional.
- Site plan detailing placement of structure within required setbacks for all new construction, additions, pools, accessory structures, and driveways.

Remodel – Including Exterior Windows & Doors:

- Two (2) copies of the Florida Product Approval Sheets or Notice of Acceptance and the installation instructions.
*For windows and doors with glazing, the design pressures must meet at least +/- 50 **OR** you may submit calculations of the design pressure of the openings within the building.
- If not impact resistant, indicate method of protection.

Smoke Detectors:

- **ALL** remodeling projects shall require smoke detectors that meet the requirement of the FBC 8th Edition Existing Building Code.
- Contractors shall show the location of the smoke detectors, new and existing, on the scaled plans submitted.

Energy Efficiency Calculations:

- Completed Energy Efficiency Calculation sheet where required by the FBC.

Mechanical & Water Heater:

- Copy of AHRI Certificate / specifications page or Exception letter.

Re-Roof, Roof-over, Roof Repairs:

- Two copies of the Florida Product Approval Sheet for each product used. Indicate the number of squares to be replaced and the roof pitch for each product application.

Swimming Pool:

- Survey or site plan showing the placement and size of the pool, the pool equipment, and the distance from the property lines and structure(s).
- Two (2) sets of the pool construction plans and specifications. Plans must include the grade elevation, decking, patios, main drain and piping, steel bond, perimeter bond, electric, structural, and mechanical.
- A Duke Energy Letter of No Conflict or stamped plan indicating acknowledgement of the pool location.
- Swimming Pool Safety Barrier Form signed by both the Contractor and the Homeowner.

Driveway, Patio, Fence, Accessory Structure:

- Site plan and survey showing location of the new driveway, patio, fence, or accessory structure.
- Pervious vs. impervious ratio for changing / adding driveway, increasing square footage of existing structure, and any other accessory structures or patio coverage.
- Right-of-way permit application for all work in the right-of-way and the Hold Harmless Agreement.