



# CITY OF GULFPORT, FLORIDA

## *Gateway to the Gulf*

### PERMIT REQUIREMENTS

#### ONE AND TWO FAMILY DWELLINGS RESIDENTIAL INTERIOR REMODELING AND ADDITIONS

- A complete permit application signed by a licensed contractor or owner. Separate permit applications are required for every trade, i.e. electrical, plumbing, mechanical, gas, and reroofing.
- A homeowner shall understand & sign the “Owner/Builder Affidavit” to apply for a permit under the law.
- Submit a Notice of Commencement (N. O. C.) recorded with the Pinellas County Clerk of the Courts, when the value of the project is over \$2,500.00 dollars.
- Submit a survey of property for any improvements outside the footprint of the current building.
- Submit 2 copies of any documents submitted and 2 sets of plans (minimum 1/4” scale).
- For substantial Improvements: submit the 50% rule FEMA worksheet for the project if the building is located in a flood zone. Check Pinellas County Property Appraiser for the current value of the structure.
- A plot plan or drawing of the house on the lot with dimensions and indicate the area of improvements. (Pinellas County Property Appraiser website has the layout of the house for interior remodeling)
- An existing floor plan shall include; walls and doors, beams and posts. Location of: electrical switches & receptacles, amperage of panel & meter, major appliances, equipment, plumbing fixtures. Indicate what is going to be removed or relocated.
- A proposed floor plan should include: dimensions of walls and doors, beams and posts, location of: electrical switches and receptacle, service panel and meter, major appliances, equipment, plumbing fixtures. (A separate floor plan may be required for the electrical switches and receptacles)
- A “typical wall detail”: is a vertical view of a segment of the wall from the foundation to the roof that describes existing and proposed conditions and materials.
- For a new bathroom addition: provide a plumbing schematic detailing the size of pipes between fixtures and the connection to existing sewer line.
- For an addition: provide electrical calculations for the additional load on the electrical panel and service.
- 2 copies of the Energy Calculation for additional load on the heating and air conditioning system and a separate floor plan showing the size and location of the ducts when new ducts are added.
- For exterior components (i.e.: windows, doors, siding, shingles) provide a completed “Product Approval Specification Sheet” and 2 copies of the Florida Product Approval and the installation instructions.