

## CITY OF ZEPHYRHILLS PERMITTING REQUIREMENTS

Phone: 813-780-0020

5335 - 8<sup>th</sup> Street

Fax: 813-780-0021

ZEPHYRHILLS, FL 33542

### **BUILDING PERMITS:**

- Application filled out completely.
- Owner & Contractor sign back of application, notarized \*\* **OR**
- Copy of contract with owner and contractor\*\*
- If over \$2500, a recorded Notice of Commencement is required; exception is A/C upgrades less than \$7,500.

\*\* Agent (for the contractor) or Power of Attorney (for the owner) would be Someone with notarized letter from owner authorizing same.

### **OVER THE COUNTER permitting:** (Application filled out completely) Same Day Permitting

- Re-roofs (if shingles used) –contract required
- Sewers\*
- Driveways, if not encroaching onto City right-of-way
- Service Upgrades\* (with contract)
- A/C (with contract)
- Fences (Plot/Survey/Footage)
- Irrigation Systems
- **RESIDENTIAL NEW CONSTRUCTION: MINIMUM TEN (10) WORKING DAYS AFTER SUBMITTAL DATE.** REQUIRED ON-SITE, CONSTRUCTION PLANS, STORMWATER PLANS W/SILT FENCE INSTALLED, SANITARY FACILITIES AND 1 DUMPSTER.
- **COMMERCIAL NEW CONSTRUCTION: MINIMUM TEN (10) WORKING DAYS AFTER SUBMITTAL DATE.** REQUIRED ON SITE-CONSTRUCTION PLANS, STORMWATER PLANS W/SILT FENCE INSTALLED, SANITARY FACILITIES AND 1 DUMPSTER. All commercial requirements must meet compliance.

### **Licensing Requirements:**

- Proof of either (a) State Certification **or** (b) County Competency with State Registration.
- Business Tax receipt from the county where your business office is based.
- Certificate of insurance on worker's comp or state exemption and liability insurance.
- \$30.00 Processing fee, excluding contractors regulated by DBPR.
- Notarized authorization letter required if **anyone** other than the license holder signs permit or application.
- If homeowner resides in said dwelling & desires to do work, a homeowner's permit may be pulled. Property that will be rented, leased or sold, will have to be contracted by properly licensed people as per state law.
- **Staples are prohibited in sheathing.**
- **5<sup>th</sup> edition Florida Building Code & all applicable subsections apply.**
- Property survey required for all new construction.
- City right-of-way use permit required.
- **Office hours:** 8:00 a.m. - 4:30 p.m., Monday - Friday **Closed 12 Noon - 1 p.m. for lunch**
- **Phone hours:** 7:00 a.m. - 5:00 p.m., Monday - Friday
- **Permitting must be processed before 4:30 p.m.**
- **Inspection requests are scheduled for the following workday. If after office hours, requests may be put on message machine.**