



"The Center" for
Development Services

Process to Obtain a Residential After the Fact Permit (ATF) for Completed and Uncompleted Projects

1. If project is still under construction
Stop the work immediately

- If you don't stop the work immediately, it will be more costly to resolve the problem, and you may be issued a citation of up to \$500.00 per violation.
- You need to contact the investigator in charge of your case within ten days after you receive the notice of violation. His/her name and phone number is included in this notice.
- It is highly recommended that before you start the process to obtain your permit, you get the input of a professional Engineer or Architect to verify that the unpermitted work meets or could meet current building codes, otherwise this work needs to be removed.

2. If unpermitted work is an addition or a new structure, talk to one of our counselors in our zoning office to verify that the addition does not encroach into a yard setback or an easement. If it does, you need to rectify this before continuing to the next step.

- The zoning office is located on the 19th floor of County Center at 601 E. Kennedy Blvd., Tampa, FL 33602. This office is open from 8:00 AM to 5:00 PM. The consultation is free of charge and you don't need an appointment.
- You need to bring your property survey when you visit the counselor. Include exact exterior measurements of the addition or structure and its distance from the closest property boundaries.
- If your addition or structure encroaches into a setback, the counselor will advise you to apply for a variance, which is a 4 month process. There is a submittal fee for a variance application. If addition of structure encroaches into an easement, you would have to vacate this before you apply for the variance (if needed). The process to vacate an easement takes about 6 months. There is a fee associated with this application. Approval of these applications is not guaranteed. If you need to apply for either one of these applications you should contact your inspector immediately to let him/her know that. If you have some questions about the variance, please contact one of our counselors at (813) 272-5920 or for vacating petitions (813) 307-1022.
- If the variance or vacating application is not approved, you will need to obtain a permit to remove the part of the structure that encroaches into the setback or easement. In some cases, the whole structure may need to be removed. This can be determined by a Professional Engineer or Architect. You can continue with the process to obtain your permit once you obtain the approval of required application(s).

3. Hire a Florida Licensed Architect or Engineer to develop construction plans and to inspect the unpermitted work

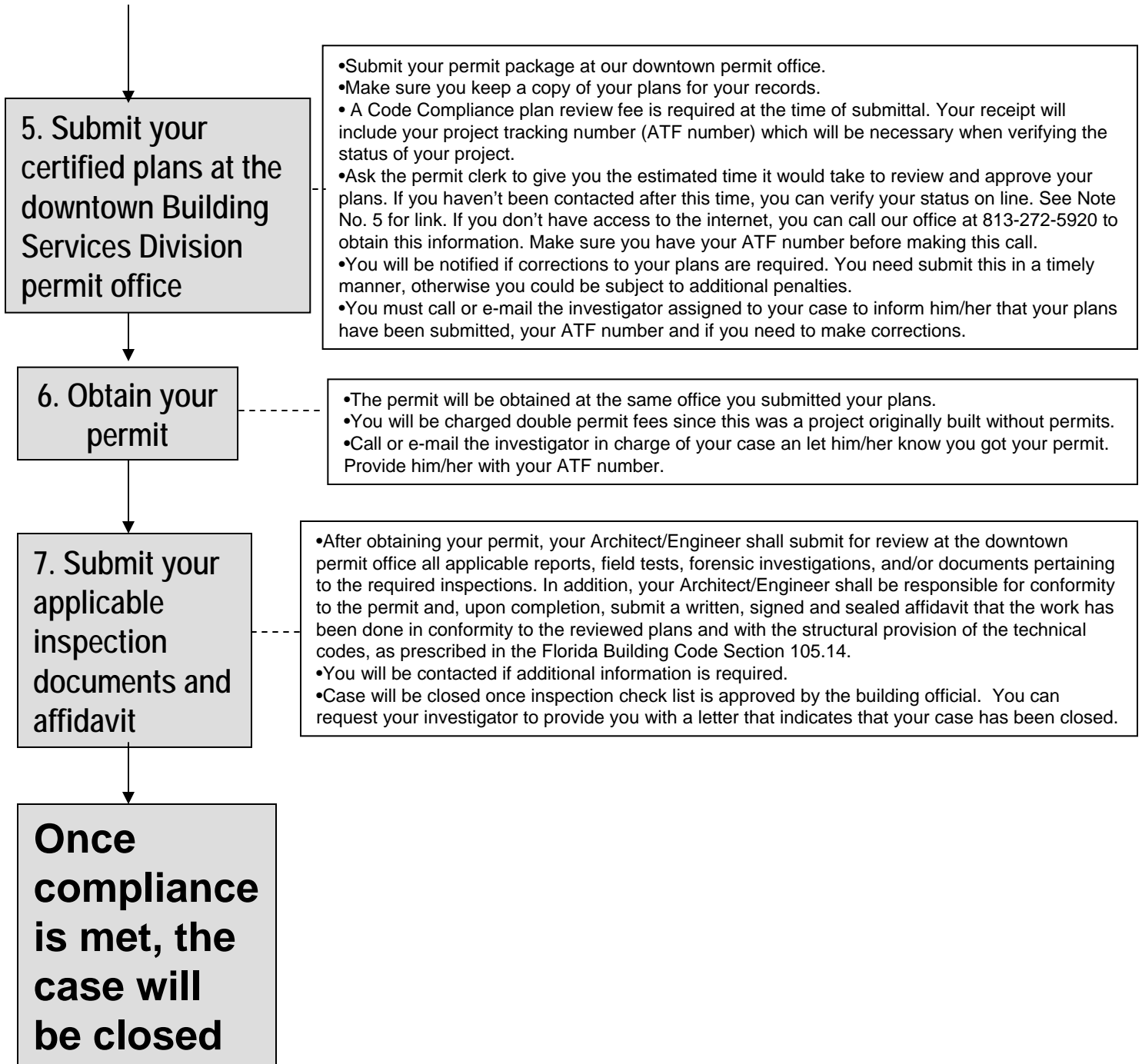
- Construction plans of the unpermitted work need to be developed by a Professional Architect or Engineer, licensed in the State of Florida. These should show the necessary corrections to meet current building code through the completion of the project.
- Inspection check lists should be completed once the building permit is issued and the project meets current building codes. For more detailed information contact a Chief Inspector at 641-6970.

4. Prepare permit package

Package should include:

- Building Permit Application Form:** available at our downtown permit office "The Center for Development Services" located at 601 E. Kennedy Blvd., 19th floor, in Downtown Tampa, or 410 S.E. 30th St., Ruskin, FL, or on line. See Note No. 4 for link.
- Florida Energy Efficiency Forms** (not applicable to additions with no AC/heat): If applicable, provide one complete set of 402-10 or 405-10 whichever is applicable and two additional copies of the front sheet with the signature of the person who performed the calculations and the signature of the owner/agent, two copies of the manual "J" short form and one energy guide. These can be obtained from your Mechanical Contractor.
- No Tree Removal Affidavit or Tree Removal Information Application Packet**, whichever is applicable, available at our permit office or on line. See Note No. 4 for link.
- Two copies of site plan drawn to scale** showing property boundary, lot dimensions, location of proposed and existing structures on the lot, street location and name, all easements, and conservation and or wet lands areas.
- Two sets of signed and sealed construction plans** by an Architect or Engineer licensed in the State of Florida.
- Septic Tank Permit**, if applicable. Required only if the residence is on a septic system and the addition is a bedroom. The Septic Tank Permit is issued by the Health Department. You can contact them at 813-307-8000 for information.
- Homeowner affidavit**, if applicable, obtained at permitting office or on line. See Note No. 4 for link. This is required when property owner is acting as his own contractor. Note: If this is the case, the home owner must appear in person to pick up the permit.
- Flood Affidavit** if property is located in a Special Flood Hazard Area. Available at your permit office.

See next page



Notes:

Note No 1

You have to make sure you obtain the proper permits in a timely matter, otherwise you may receive a monthly citation of \$500.00. If you accumulate \$2,000 in citations a lien will be placed against your property.

Note No 2

You will be responsible to regularly inform the investigator in charge of your case about the status of your permit. He will give you a time extension to complete the process if this is justifiable.

Note No 3

It is recommended that you obtain the input of a Professional Engineer or Architect about the condition of the unpermitted work before you develop construction plans or submit a variance application. You may have to remove what was built if it can't meet current building codes.

Note No. 4

Forms and Applications: <http://fl-hillsboroughcounty.civicplus.com/index.aspx?NID=2821>

Note No. 5

Project Status: <https://webapps.hillsboroughcounty.org/pgm/resources/onlineservices/permits/> the fourth bullet under building permit status, then input your ATF number.