City of Clearwater
Planning & Development Department
Clearwater, FL 33756
Phone (727) 562-4567
www.myclearwater.com

Permit Application Checklist for Commercial Addition/Remodel:

Only complete permit submittals will be accepted.
Complete application must include the following as applicable to your project:

_____ Permit application form - **completed** with legal description (Parcel Number)
_____ Updated State, PCCLB, Business Tax Receipt
_____ NOTICE OF COMMENCEMENT – RECORDED – **one copy**
_____ **Plans review fee must be paid at time of submittal**
_____ **Interior work: Three (3) sets** of signed and sealed plans

- Drawings to show entire scope of work – Floor plans, electrical, mechanical, plumbing, structural, elevations, wall sections, details, etc.
- Two copies of Florida Product Approval or NOA (Notice of Acceptance) to include installation instructions. (Example: windows, doors, garage door, sky lights, roofing materials)

_____ **Exterior/site work**: **Eight (8) sets** of signed and sealed plans for **Commercial.**
(Three (3) sets for Residential - Interior & Exterior)

- Drawings to include items listed above plus drawings showing scope of site work. Engineered site plans shall include parking layout and lot survey.
- Tree survey (including 4" trees and their drip lines on site and within 25' of the adjacent site
- Landscape Plans for exterior work.

_____ Development Order (D.O. If Applicable)
_____ Clearing & Grubbing Application
_____ Tree Removal application or "No Tree" verification form
_____ Energy calculations as required by State Energy Code **(3 Sets)**
_____ FEMA information for flood zone properties

a. **Additions & Remodels**
   1. Proposed elevation of new construction.
   2. Sealed grade elevation survey (NGVD).
   3. Plans shall be signed and sealed by architect or engineer.
   4. Need cost of construction.
   5. Photos of existing structure, if applicable.
   6. Floor plans of existing structures.
   7. Elevation Certificate showing lowest floor elevation (if not on file).
   8. Redevelopment of existing impervious area. May require a storm water management system. For more information please call (727) 562-4750.

_____ Asbestos survey for all demolitions & renovations may be required by Pinellas County (727) 464-4422.

NOTE: *Site and building drawings must be submitted together in a package. Tie in survey required before vertical construction.*