



Permit Submittal Checklist

General Requirements for ALL permits

- ☐ As of June 2024, all contractors must have their insurance carrier submit proof of General Liability listing the Town of Indian Shores, 19305 Gulf Blvd, Indian Shores, FL 33785 as the Certificate Holder, a copy of their State License and Worker's Compensation or Worker's Compensation Exemption form. These documents can be uploaded to the online portal.
- ☐ Completed signed and notarized permit application by both the owner and contractor.
- ☐ Completed sub-contractor application (if applicable).
- ☐ Itemized copy of a cost valuation breakdown of labor and materials.
- ☐ Certified copy of the filed Notice of Commencement for contracted work for a valuation greater than \$5,000.00 or \$15,000.00 for mechanical.
- ☐ If the work you are applying for is due to storm damage from Hurricane Helene or Milton you MUST fill out a Substantial Damage/Improvement Packet.

Remodels

Residential (in addition to the General Requirements):

- ☐ Code compliant scaled plans based on the scope of work
- ☐ Smoke detectors must meet the requirement of the FBC 8th Edition Existing Building Code and contractors shall show the location of the smoke detectors, new and existing on plans submitted

Commercial (in addition to the General Requirements):

- ☐ Code compliant scaled plans based on the scope of work signed and sealed by a design professional
- ☐ Smoke detectors must meet the requirement of the FBC 8th Edition Existing Building Code and contractors shall show the location of the smoke detectors, new and existing on plans submitted

Docks/Tie Poles/Seawalls/Riprap

- ☐ General Requirements
- ☐ Pinellas County Water and Navigation Permit Packet - obtained from Pinellas County

Mechanical

- ☐ General Requirements

- ☐ Copy of the AHRI certificate

Plumbing

- ☐ General Requirements
- ☐ For simple bathroom/shower remodels a sketch of the area showing the proposed work will be acceptable

Windows and Doors

- ☐ General Requirements
- ☐ Copy of the Florida Product Approvals and installation instructions.
- ☐ Proof of turtle glass if windows or doors face the water that emit artificial light
- ☐ If not impact resistant, indicate method of protection

Roof repairs/Re-roof/Roof Over

- ☐ General requirements
- ☐ Copy of the Florida Product Approvals

Additions

Residential

- ☐ General requirements
- ☐ Code compliant scaled plans, demo plan if applicable based on scope of work
- ☐ Copy of sealed survey
- ☐ Site plan detailing placement of structure within required setbacks
- ☐ Substantial Improvement packet signed and notarized

Commercial

- ☐ General requirements
- ☐ Code complaint scaled plans, demo plan if applicable based on scope of work signed and sealed by design professional
- ☐ Copy of sealed survey
- ☐ Site plan detailing placement of structure within required setbacks
- ☐ Substantial Improvement packet signed and notarized

Driveway, Patio, Fence and Accessory Structures

- ☐ General requirements
- ☐ Site plan and survey showing location of the new driveway, patio, fence or accessory structure
- ☐ Pervious vs. impervious ratio for changing or adding driveway, increasing square footage of existing structure and any other accessory structures or patio coverage

Swimming Pools

- ☐ General requirements

- ☐ Photos of proposed work site including the Right of Way
- ☐ Sealed Survey
- ☐ Site plan that shows types and percentages of proposed impervious areas and depictions of such impervious areas; including structures and paving; distances from lot lines; proposed finished grades; engineered drainage plan
- ☐ Sealed plans from a licensed design professional that include the following
 - Engineered design
 - Pump information
 - Alarm and or opening protection types to be used
 - Location of pool equipment
- ☐ New pools must include a construction staging plan based upon the proposed site plan that contains at a minimum the following:
 1. A best management practices plan for stormwater and sediment control during the project; this includes, but is not limited to:
 - (i) the method and placement of project access route - how and where the site will be entered by vehicles
 - (ii) a minimum 20 foot deep washed medium shell (or other course aggregate of a similar type) soil tracking prevention device across the City Right-of-Way, (where sidewalks are encountered the device must be placed on either side);
 - (iii) silt fencing around the perimeter of the property and/or stored material;
 - (iv) turbidity control features in canals (Containment boom or turbidity curtain)
 - (v) location of groundwater discharge and filtration methods to be used to control siltation, (hay bales, pipe sock, etc.)
 2. Depict the location for material storage;
 3. Will the construction require the use of the public right-of-way? In what way? (parking, storage of materials, etc.)