



CITY OF CLEARWATER

POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748
CITY HALL, 112 SOUTH OSCEOLA AVENUE, CLEARWATER, FLORIDA 33756
TELEPHONE (813) 562-4040 FAX (813) 562-4052

CITY MANAGER

Welcome to the City of Clearwater Development and Neighborhood Services Department. One of the areas of responsibility in the department is the review of all construction related projects in the city.

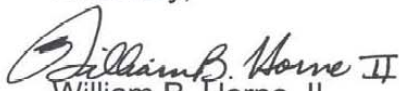
A few years ago, we created two development guides, one residential and one commercial, for our customers to use as reference for the review process of construction projects.

The Residential Development Guide provides information in preparing plans for the development of projects involving one or two family residential dwellings. The Commercial Development Guide is for construction projects consisting of more than two family residential dwellings and all other commercial developments. Also included in both guides are instructions for obtaining sign permits, and occupational licenses, to be called business tax receipts in accordance with State Statutes on January 1, 2007.

For easy access, the guides are available by Internet on the Development and Neighborhood Services Department page of the City's website www.myclearwater.com.

If you have any questions at any time during the planning or construction phases of a project, please feel free to contact our staff at Development and Neighborhood Services Department, telephone number (727) 562-4567.

Sincerely,


William B. Horne, II
City Manager



"EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION EMPLOYER"

CITY OF CLEARWATER

DEVELOPMENT SERVICES DEPARTMENT

Commercial Development Guide

The Development Services Department is responsible for overseeing the City of Clearwater's permit related construction activities.

Development Services provides a unified service approach to permitting. This includes a concurrent review of building plans, site plans, issues related to storm water, transportation, landscaping and zoning. Permit services include the issuance of electrical, mechanical, plumbing and building permits, and subsequent inspections. Other services such as utilities (gas, sewer and water hook-ups) and solid waste are coordinated with the issuance of permits.

State and national codes such as the Florida State Building Code, the Florida State Fire Code, the National Electrical Code, and the National Fire Code, are used for establishing minimum construction standards for the erection, construction, alteration, removal, demolition, moving, use, occupancy and maintenance of all buildings and structures.

This development guide is intended to help the **commercial permit applicant** become familiar with the **commercial plan review and permit process for structures other than one or two family dwellings**. It will also assist the applicant in identifying special permit conditions. Special permit conditions exist for properties located in flood zones and warrant specific design requirements. Checklists and submittal requirements for common types of projects are detailed in this document.

Commercial Development Guide

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Section 1
General Permit Information
For Commercial Construction

Type of Work That Requires A Permit:

A building permit is required in order to construct, add on to, move, or structurally alter, a building or other structure on any property located within the corporate limits of the City of Clearwater. The City Code of Ordinances, Chapter 47, defines when permits are required. State and County laws require licensed contractors to do all the work for commercial projects.

The most common types of projects for which commercial permits are issued are listed below*:

- Accessory structures
- Additions to buildings
- Air conditioning/heating
- Alarm Systems
- Awnings and canopies
- Carports
- Decks (wood or concrete)
- Demolition of existing structures
- Driveways
- Fences/walls
- Fire sprinklers and alarms
- Garage doors
- Kitchen exhaust hoods
- Mechanical systems
- New buildings
- Parking lots - new and resurfacing
- Rehabilitation of existing structures
- Repairs, remodeling and alterations
- Roofs
- Screen porches, patios, or enclosures
- Siding including stucco
- Signs
- Site grading, re-grading, landscaping
- Soffit and/or fascia material (parts of the roof overhang)
- Swimming pools and spas
- Tents
- Tree removal
- Underground tanks
- Water heaters, new water softeners

* Asbestos report may be required by Pinellas County Department of Environmental Management -
Call (727) 464-4422.

A Permit is not required for the following:

- Carpet, vinyl, or tile flooring installation
- Painting, paneling over existing walls or wallpapering
- Repair/Replacement of: Kitchen cabinets without plumbing or electrical work

Notice Of Commencement

Section 713 of the Florida Statutes requires that any improvement by an owner or contractor for which the contract price is greater than \$2,500.00* must comply with the Construction Lien Law regarding the filing of a Notice of Commencement (see Appendix).

Before the owner or contractor performs any work, a Notice of Commencement must be recorded with the Clerk of the Circuit Court.

Failure to record a Notice of Commencement may result in paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

At the completion of work, require the contractor to give you a sworn notarized statement (Release of Lien) indicating all bills for labor and materials have been paid or a list naming those supplying labor and materials that have not been paid. Ask for an affidavit before making the last payment.

For further information on the Florida Construction Lien Law, you may refer to Chapter 713 of the Florida Statutes, contact your local consumer agency, contact the Florida Department of Agriculture and Consumer Services, or consult an attorney.

*Repair or change-out of existing heating or air conditioning less than \$7,500.00 does not require a Notice of Commencement.

Licensed/Unlicensed Contractors

It is the responsibility of the contractor to obtain required permits. The contractor's signature on the permit application indicates he or she is responsible for the work. If the work is not performed according to code, the City of Clearwater can require corrective action by the party who obtained the permit.

If you hire a contractor who is not licensed, you can be in violation of state law. Chapter 455.228 of the Florida Statutes allows the Florida Department of Business and Professional Regulation (DBPR) to request the Circuit Court to impose a civil penalty of \$500.00 to \$5,000.00 on individuals who aid and abet unlicensed contractors. They may also be liable for court cost, **AIDING AND ABETTING IS DEFINED BY THE STATUTE AS ANYONE WHO EMPLOYS AN UNLICENSED CONTRACTOR OR COMPANY.**

No person shall engage in the business or act in the capacity of a contractor without being duly registered or certified. Any person who violates this provision is guilty of a misdemeanor of the first degree, and may be punished by a prison term not exceeding one (1) year and/or a fine not to exceed \$1,000.00. (Section 489.127, Florida Statutes).

Section 2
Permit Application Checklist
(Commercial)

Commercial Construction

The Commercial Plans Review Process determines the compliance of building plans with the City's building and construction regulations for structures other than one and two family dwellings. The checklist on the following page is used by Development Services to determine if an application and associated plans are complete for acceptance, and for review, prior to the issuance of a building permit.

Permit application approval and building construction plan approval are required before proceeding with any aspect of construction on a commercial project. Other city departments, including Engineering and Fire, will review documents and plans for specific areas of compliance. In addition, site plan approval by the Planning Department is usually required prior to the submittal of building construction plans. This process is addressed in Section 5 of this Guide.

The requirements for obtaining Business Tax Receipts as required for conducting business in the city, which include but are not limited to, contractors' licenses are addressed in Section 8 of this Guide.

Sign permit information is available in Section 7 of this Guide.

Copies of forms and applications are attached at the end of this Guide in section Appendix B.

PERMIT APPLICATION CHECKLIST (Commercial)

Only complete permit submittals will be accepted. A completed application form and the following, as applicable to your project, are required:

- Legal description/Parcel Number
- One copy of your recorded NOTICE OF COMMENCEMENT
- Plans review fee
- 3 sets of signed and sealed drawings for interior work. Drawings to show entire scope of work – Floor plans, electrical, mechanical, plumbing, structural, elevations, wall sections, details, etc.
- 8 sets of signed and sealed drawings for exterior/site work. Drawings to include items listed above plus drawings showing scope of site work, and the following:
 - 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
- If a Site Plan is required, then the Development Order issued by the Director of Planning must accompany the submittal (see section 5)
- Clearing & Grubbing permit
- Tree permit application or “No Tree” verification form
- Energy calculations as required by State Energy Code
- FEMA information for flood zone properties, as follows:
 - New Construction
 - Proposed elevation of new construction
 - Sealed grade elevation survey (NGVD)
 - Plans shall be signed and sealed by architect or engineer
 - Additions and remodels
 - Two cost estimates for construction, or signed contract. Building Official may ask for additional estimates
 - Photos of existing structure
 - Floor plans of existing structures
 - Elevation Certificate showing lowest floor elevation

Note: Site and building drawings must be submitted together in a package.

**Section 3
Permit Types
And
Plan Requirements**

Demolition

A permit is required for the demolition and associated debris removal of any existing structure.

SUBMISSION REQUIREMENTS (Use the general permit application form and fee schedule - found in the Appendix):

- Complete application form and application fee.
- The demolition of a structure usually requires existing water, sewer and/or gas lines to be cut and capped. Approval by Clearwater Customer Service (Utilities) will be required prior to the issuance of the permit for demolition. Please contact **Clearwater Customer Service at (727) 562-4600** for coordination of this matter.
- Letter of authorization from property owner.
- Clearing and Grubbing, Tree/No Tree Removal Forms as per the **Land Resource Specialist, Planning Department, at (727) 562-4741 or x4746.**
- Asbestos report for **Pinellas County Air Quality Division, telephone (727) 464-4422.**

Dock Construction

The City of Clearwater no longer requires city building permits for dock construction.

However, please note that the construction of docks requires approval from **Pinellas County Water and Navigational Control Authority. Call for details: (727) 464-3464.**

Elevation Submittal

A building elevation is a view looking directly at the structure from the front, rear, and each side. Elevations (drawings) are required to describe the exterior of a structure.

Elevations are prepared from the dimensions shown on the floor plan and wall section, and are used to locate all doors, windows, porches and other similar exterior details.

Please provide the following information:

- Provide the location and height of the roof ridge, height and distance from chimney, finish floor line, finish grade, and any other exterior features such as balcony guardrail heights and spacing of balusters.
- Indicate on the drawings, all exterior material finishes such as siding, stucco, brick veneer, or painted concrete block.
- Dimension all roof overhangs and indicate your roof slope (Note: Roof overhangs may not project into City easements).
- Coordinate your elevations with other required drawings and check for accuracy of dimensions.
- Show all hydrostatic flow through openings for construction below flood plain elevation, crawl space, and ventilation openings for raised wood floor systems.

Erosion Control

The City of Clearwater's Land Development Code Section 3-702 requires erosion control on all land development projects. The primary contractor is responsible for minimizing the amount of soil erosion from their site into the City's streets, storm sewers, adjacent properties and waterways. The construction of a new building and/or major remodeling of an existing site create many instances whereby soil erosion can occur. These instances are usually the result of contractors and subcontractors accessing the property with equipment and/or construction materials. Subsequent rain storms redistribute the eroded soil into the adjacent streets, storm systems, adjacent properties and waterways.

Erosion control must be in place and maintained throughout the job. Failure to do so may result in additional costs and time delays to the permit holder.

When erosion takes place, the Land Resource Specialist in the Planning Department or a Public Works inspector will place a correction notice at the site. The procedure will be as follows:

- 1st Occurrence - Warning
- 2nd Occurrence - \$32.00 reinspection fee
- 3rd Occurrence - \$80.00 reinspection fee
- 4th Occurrence - Stop work order

If you have specific questions, please contact **the Planning Department at telephone number (727) 562-4741 or x4746 or the Public Works Administration at telephone number (727) 562-4750.**

Federal Emergency Management Association (FEMA) Special Flood Zone Area Requirements

The City of Clearwater participates in the National Flood Insurance Program (NFIP). The Clearwater Community is eligible for federal flood insurance due to the City's adoption of a floodplain management ordinance. During the permit review process, projects that are determined to be in FEMA Special Flood Hazard Areas are reviewed for compliance with the City of Clearwater's Flood Damage Control Ordinance (City of Clearwater Code of Ordinances, Chapter 51).

New Construction Requirements

All new structures, alterations, re-constructions and re-habilitations of post-FIRM structure must comply with the requirements for new construction. This applies to structures for which the start of construction commenced on or after December 31, 1974.

Substantial Improvements

Improvements to existing structures determined to be substantial improvements (greater than or equal to 50% of the market value of the existing structure before the start of construction or improvement), must comply with new construction requirements.

General Commercial Standards (also, applies to all Residential, including greater than two family dwellings)

- New construction or substantial improvements of any residential structure shall have the lowest floor elevation no lower than 2.5 feet above base flood elevation in "A" zones. Residential structures in "V" zones must be on pilings and raised so the lowest 1st Floor support is at, or above, the base flood elevation.
- Residential construction may not be flood proofed in lieu of elevation in order to prevent floodwater intrusion.
- All foundation walls and other exterior walls below the base flood elevation shall be designed to preclude finished living space and designed to have openings to allow the unimpeded movement of flood water.

- At a minimum, there shall be two openings with a total area of not less than one (1) square inch for each square foot of floor area subject to flooding.
- The bottom of these openings shall be no higher than one (1) foot above grade and can be covered with louvers or screens provided they allow entry and exit of floodwater.
- Existing structures below base flood elevation may do work in the amount of 50% of the value of the structure. Value of structure obtained from County tax records or may use recent depreciated appraisal.

Please refer to the Flood Damage Control Ordinance for specific flood zone requirements. The requirements for the Special Flood Hazard Areas are very complex. It is important for the homeowner and contractor to understand these requirements prior to project design and construction. A Plans Examiner can provide guidance and recommendations during the initial planning stages. For information, please **call to speak with a Plans Examiner in the Development Services Department at telephone number (727) 562-4567.**

All flood zone projects involving work on existing structures must complete the Application for Substantial Damage/Improvement Review. These include affidavits from project architect, contractor, and owner. See Appendix for Substantial Damage/Improvement Review sheet.

Fences and Walls

A permit is required for the construction of fences and masonry walls.

All fences and walls are required to be oriented so that the finished side of the fence or wall facing or viewable from a street right-of-way or an adjoining property. All support posts and stringers shall face inward toward the property upon which the fence or wall is located.

There are setback and height requirements for fences and walls. For specific requirements, **please contact Zoning in the Planning Department at telephone number (727) 562-4567, ext. 2622.**

Submission Requirements:

- Completed application form
- Engineered structural plan of the wall section – showing footing detail and reinforcement, types of materials, and method of attachment
- Property survey, showing existing conditions and structures
- Single line drawing, drawn to scale, showing location of proposed wall, location of existing structures on the lot, and distances to front, rear and sides of the property line
- All lot and structure dimensions including height, location, size and species of all trees
- Legal description of the property
- A Tree Removal Permit or No Tree Removal form may be required

The proposed fence or wall is subject to City Engineering approval so that the fence or wall structure is not in any easement or City right-of-way or too close to wetlands areas. **For information on easements and rights-of-way, please contact Engineering at telephone number (727) 562-4750.**

Finished Floor Elevation Requirements

(Applies To All Residential, Including Greater Than Two Family Dwellings)

For lots in subdivisions **platted prior to 1985**, the finished floor elevation on these lots must be a minimum of 1 foot above the crown of the adjacent road (if in a flood zone, the flood zone requirements would take priority).

For lots in subdivisions **platted in 1985 and after**, the finished floor elevation is required to be set by a professional engineer. This information is provided to the homebuilder on the Subdivision Lot Grading Atlas in the City's Engineering Department.

For assistance, you may wish to contact a City Engineering CAD (Computer Assisted Drafting) technician at (727) 562-4750.

Fire Code Requirements

The Division of Life Safety Management of the Clearwater Fire & Rescue Department includes Fire Prevention and Inspection, Fire Investigation and Public Education. One of the functions of the division is to prevent fires from occurring by inspecting existing properties and new construction. To insure fire safety in construction and adherence to recognized and adopted fire codes members of the division review all commercial plans for remodeling and new construction within the city.

For the prevention of typical hazards and code deficiencies in new businesses, the following are examined:

- Exterior - Includes: the proper address identification and wiring; no debris or storage against the building
- Interior Storage - Includes: storage not closer than 3 ft. of any ceiling or roof; minimum aisle widths; disposal of combustible wastes; removal of debris
- Exits - Includes: visible exit signs over every exit with lighted signs for businesses open after dark
- Electrical - Includes: enclosed electric panels and boxes; labeled breakers in panels; special breakers for heating and A/C circuits; any outlet within 3 ft. of water or used outdoors must be protected
- Fire Extinguishers - Includes: visibly identifiable, annually certified, tagged and inspected fire extinguishers must be within 75 ft. of all parts of a business; specific types required depending on the business
- Flames or Ignition Sources - Includes: smoking permitted in non-hazardous areas only with No Smoking signs posted where prohibited

For more information on Fire Prevention and Codes, please contact the Fire Marshal's office at telephone (727) 562-4334.

First Floor Framing Plan Submittal Requirements

A first floor framing layout plan shows how a raised wood floor system is constructed. Most raised floor systems are commonly constructed on top of either piers or columns. The following must be submitted for review:

- Outline of the proposed first floor framing plan with dimensions of overall structure, any offsets, interior load bearing walls, and anchorage to all piers or columns that support the structure above
- All beams and beam sizes, which sit on the piers or columns that support the weight of the floor above
- Size and direction of floor joists, noting the average center-to-center distances between these floor joists
- Specify all required hangers, connectors, and fasteners of structural members

Note: Coordinate your foundation and/or floor framing plans with other required drawings and check for accuracy in dimensions. Foundation and/or floor framing plans must meet all building codes for compliance.

Structural Notes Requirements

- Structural notes shall consist of information specifying everything from re-bar lap splice, species of conventional lumber, and any other information pertaining to the structural integrity of the building.
- Nailing schedule - Drawings submitted must be designed and signed and sealed by a professional Florida licensed architect and/or engineer.

Structural Design Criteria Requirements

- The structural design criteria must be shown on the plans and in keeping with the building codes, the loads used in the design of the various structural systems and elements of the building are separated into: wind speed, basic wind pressure, roof live/dead loads and floor live/dead loads.

Floor, Ceiling And Roof Framing Layouts

Framing layouts consist of the following plans: all floor framing, ceiling framing, and roof framing. These plans show all framing members, size and spacing along with their location and supports. Individual layouts are required to be shown whether conventionally framed or pre-manufactured trusses. (Truss layouts, signed and sealed by a Florida licensed engineer or architect, are acceptable). The following must be submitted for review:

- Show all proposed walls below found on the floor plan.
- Show all floor joist, ceiling and roof framing layouts. Note the center-to-center spacing and all sizes of lumber used.
- If removing supporting walls due to remodeling, show method of temporary and new support.
- Note the size of the support beam to be used over all openings.
- Specify all connectors and attachments from your exterior wall or top plate to the second floor framing, ceiling and roof layouts.
- Show all ridge beam(s) and collar ties for rafter supports. Indicate the size and spacing of each.
- Dimension the lengths of all sides of the building for each individual layout including any offsets of the building, roof overhangs, and bearing beams supporting the second floor or roof structure above.

NOTE: Coordinate your second floor, ceiling, and roof framing layouts with other required drawings and check for accuracy in dimensions.

Floor Plan Submittal Requirements

A floor plan showing all sizes, arrangements and functions of all rooms is required. Details of the following must be submitted with your plans for review:

- Electric
- Smoke detectors
- Plumbing fixtures
- Window and door layout
- Minimum one (1) egress window per sleeping room
- Closets
- Cabinetry
- Room Use
- Dimensions

Foundation Plan Submittal Requirements

The foundation is the major part of the structure that is responsible for supporting the weight of the proposed building and provides the anchorage for all wind uplift loads of the structure. The following must be provided for review:

- Lot Survey.
- Outline of the proposed footing, slab size, offsets, and load bearing wall locations, with dimensions.
- Footing/Foundation sizes and location of concrete piers/pads and columns with all vertical & horizontal reinforcements.
- Slab thickness, vapor barrier, wire mesh, and soil treatments, over clean compacted fill or undisturbed soil.
- Vertical re-bar locations in concrete filled cells.
- Anchor bolt sizes and locations.
- Interior load bearing foundation locations.
- Crawl space size and access locations.

Note: A Tie-In survey will be required to be submitted before additions to existing buildings may be constructed. This survey is to be submitted to the building inspector assigned to your project. See the page on "Tie-In Detail for Additions."

Handicapped/ADA Requirements (American Disability Act)

All commercial buildings and structures, including their associated sites and facilities, shall be accessible with accessible means of egress for people with physical disabilities, as required by the Standard Building Code. In particular, these requirements involve the design, for physically disabled persons, of the following:

- Ramps
- Handrails
- Bathrooms
- Parking

As there are many possible variables and exceptions pertaining to these requirements, for further details on the specific accessibility provisions for a particular site and project, it is important for the applicant to **contact a Plans Examiner, Development Services Department, at telephone (727) 562-4567.**

Lintel And Header Schedule Requirements

A lintel or header schedule is required to be submitted to provide the size of the beam or lintel that is spanning the distance over all wall openings. The following must be submitted for review:

- Precast concrete lintel details indicating the size and location.
- Specifications of header sizes over all bearing conditions.
- The drawing must be signed and sealed by a professional Florida licensed architect and/or engineer.

Moving A Building

A building permit is required for all projects involving the transporting or placement of an existing structure over City of Clearwater streets and rights-of-way.

SUBMISSION REQUIREMENTS:

- Attach verification of address.
- Complete the application form (see appendix for permit application).
- Submit plans showing exact route. The move will also be subject to a separate right-of-way permit from City Traffic Engineering.
- The existing structure must pass City inspections prior to relocation to a City site. The new site must meet zoning restrictions for setbacks and other dimensional and numerical requirements. The new location is also subject to other permit related City Engineering reviews for utility availability, impact fees, etc.

Submit two (2) site plans with two (2) sets of building plans for any new construction, containing the following:

- Floor plan -- two (2) identical plans showing size, arrangement, and function of rooms and spaces.
- Foundation plan -- two (2) identical plans showing size and location of perimeter and other footings, reinforcements, dowels, and details.
- Site Construction plans and documents -- See Residential Construction.

Note: As per the City Code of Ordinances, when moving a building onto a lot within the city, the applicant must provide a list of names and addresses of all property owners within 250 feet of the proposed site of the building. No permit for the moving of any building onto a site within the city limits shall be issued by the building official until the written application has been on file for a minimum of 7 days so written notification to all property owners within 250 feet can be given.

Paving, Driveways And Nonstructural Slabs

Paving and Driveway Permits are required for the installation of a new driveway or replacement of existing driveway. The driveway entrance in the right-of-way will be subject to approval by City Engineering.

SUBMISSION REQUIREMENTS:

- Complete application form.
- Clearing and Grubbing Permit.
- Tree Removal Permit or No Tree Verification form.

Submit two (2) lot survey drawings, drawn to scale, containing the following:

- Property lines with dimensions, location of existing and proposed improvements on subject property, distances to property line, and legal description.
- Sidewalks (if applicable), the edge of pavement, the angle and size of the flares on the driveway, and swales, culverts, or ditches along the right-of-way.
- Location, size, and species of all trees.
- Indicate the proposed p.s.i. for concrete, the thickness and method of reinforcing (welded wire fabric or fibermesh)

Retaining Walls And Culvert Requirements

Retaining walls are sometimes needed to retain the land on one side of the wall due to a difference in elevation of the land. A Florida registered engineer must design the walls. Prior to final approval by the City, the engineer of record must certify, in writing, that the construction was performed in accordance with the approved plans.

Culverts, which are structures similar to bridges, constructed to support driveways over ditches and swales, are subject to City Engineering review.

New commercial permit applications will be reviewed for right-of-way or culvert requirements. Adequate survey data and culvert design shall be provided on the plans.

Survey data needed for culvert design and evaluation varies depending on the ditch condition at the site as well as upstream and downstream conditions.

Site Preparation Instructions For Site Clearing

A site typically requires some clearing of underbrush, plants, and trees or palms, with leveling of the ground for preparation to construct a structure and/or pavement. A Land Clearing and Grubbing Permit is required in order to clear or grub any land in the city. Tree Removal Permits, No Tree Verification form or No Tree Removal Permits are required prior to the removal or relocation of any trees or palms, commencement of construction on a site and/or any alteration of a site.

Clearing and Grubbing Permits

- A completed application, including required photos and/or drawings and fee must be submitted for consideration of a Clearing and Grubbing Permit.
- Applicants must work with the City's Land Resource Specialists in the Planning Department in preparation for any clearing or grubbing of land. Staff will evaluate the impact of land alteration, development, and construction activities on stormwater and surface water systems; maintenance of the hydrologic balance of watersheds and watercourses; protection of public health, safety and welfare; and conservation of wildlife and aquatic habitats (see also, Erosion Control page).

Tree Removal Permits, No Tree Verification, No Tree Removal Permits

- A completed application, including required photos and/or drawings of all trees and palms on the site, and fee must be submitted for consideration of a Tree Removal Permit, No Tree Verification or No Tree Removal Permit.
- Certain trees are "protected trees". A protected tree is a non-hazardous tree (i.e., it doesn't present a hazard), of four inches or greater diameter at breast height (DBH) - measured at four and one half feet above the ground, and which is not considered to be a "prohibited tree". Protected trees require permits before removal and/or relocation. Further, no permit will be granted for the removal of a "specimen tree" or "historic tree", a tree in which the city determines to be of a high value to the community because of its type, size, age, exceptional quality, or other professional criteria. If city staff determines that a tree has special qualities, they will recommend that the tree needs to be preserved on the site or moved

to another location. On occasion, due to site constraints and/or the specifics of a particular proposal, it may be necessary to remove or destroy a protected tree. The replacement of protected trees and palms is required. This may be done by planting other acceptable trees for the equivalent replacement value/size or by payment of a fee in lieu of replacement to the city tree bank. Staff will work with the applicant to determine the appropriate conditions of approval.

- Certain trees called "prohibited trees" do not require a permit for removal and should not be relocated in the city. The trees which are prohibited in the city currently include: Punk (cajeput) - *Melaleuca quinquenervia* or *Melaleuca leucodendron*; Brazilian pepper - *Schinus terebinthifolius*; Australian Pine - *Casuarina equisetifolia*; and Chinese Tallow - *Sapium sebiferum*.
- A barrier is required to be placed around all protected trees and palms prior to land preparation or construction activities. The Land Resource Specialists will work with the contractor to determine the specifications required to adequately barricade existing trees for protection and preservation.

If you have specific questions, please contact a **Land Resource Specialist, Planning Department, at telephone number (727) 562-4741 or -4746.**

Recommended Trees

SHADE TREES - Low Water Use

East Palatka Holly Florida Elm Goldenrain Tree Laurel Oak	Live Oak Loblolly Pine Longleaf Pine Pecan	Pignut Hickory Red Bay Shumard Oak Slash Pine	Southern Red Cedar Sweetgum Weeping Elm Winged Elm
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SHADE TREES - Moderate Water Use

Bald Cypress Green Ash	Red Maple Southern Magnolia	Sugarberry	Sycamore
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SHADE TREES - High Water Use

Blackgum	Coastal Plain Willow	Loblolly Bay	Pond Cypress
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ACCENT TREES - Low Water Use

Chickasaw Plum Crape Myrtle	Florida Privet Groundsel	Sea Grape Wax Myrtle	Yaupon Holly
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ACCENT TREES - Moderate Water Use

Chaste Tree Fringe Tree Glossy Privet	Parsley Hawthorne Simpson Stopper Sparkleberry	Upright Bottlebrush Walter's Viburnum Weeping Bottlebrush	Yellow Anise
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ACCENT TREES - High Water Use

Buttonbush	Carolina (Pop) Ash	Dahoon Holly	Elderberry
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PALM TREES - Low Water Use

Cabbage Palm Canary Island Date Palm Chinese Fan Palm	European Fan Palm Needle Palm Queen Palm	Saw Palmetto Senegal Date Palm Washington Palm	Windmill Palm
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Note: For more information on recommended trees, plants and ground cover, you may wish to obtain a copy of the Southwest Florida Water Management District Plant Guide.

Southwest Florida Water Management District
Telephone (352) 796-7211
or toll free at 1-800-423-1476
or www.watermatters.org.

Solid Waste Containers/Recycling

The location, size and screening of solid waste/recycling containers must be coordinated with the Solid Waste Department. Adequate space and location must be planned appropriately for accessibility of the Solid Waste Department vehicles. As each project has site specific design criteria, it is recommended that you meet with Solid Waste Department staff prior to site plan review.

For temporary construction containers (roll-off type), a deposit of \$400 is required at the time of requested services.

For assistance, please contact **the Solid Waste Program Coordinator at (727) 462-6657.**

Stormwater

Water from storms is controlled in the City by different means including City approved storm water systems under the streets which carries the extra water away from an area so that flooding does not occur.

Special Conditions:

Special requirements apply if the project is located within these areas:

- **Red Line Areas** - Properties that have restrictions due to the need for an easement or an illegal fill or periodic flooding.
- **Equivalent Storage Areas** – Areas have been delineated on the City Drainage Atlas that are subject to severe flooding. The storage of floodwaters may not be reduced in these areas.
- **Development in Existing Low Lots** - Lots that are lower than the street and receive runoff from the road are subject to special fill/storage requirements.

For the above three cases, Hold Harmless Agreements or Easements to be dedicated to the City may be required. Please contact **City Engineering for answers to questions about stormwater requirements at telephone (727) 562-4750.**

Structural Details

Structural details are essential in providing additional information required for the drawings mentioned. These details may vary depending on the “Type of Construction” being used as per the building code requirements. The following are required on the detail drawings:

Gable End detail cross section:

- All sheathing, lateral bracing, nailing schedules for sheathing and connection/anchorage to wall below.
- Gable: Provide details of diaphragm installation, and method of horizontal bracing at wall/gable joint.
- Connections for uplift and lateral loads.

Second Floor Connection Details:

- Show connectors between any/or all floors between wall-to-wall and floor-to-floor.

Interior Load Bearing Wall Section:

- A detailed cross section showing all connectors/anchorage from the foundation through the roof structure and all components in between.

Stair Section:

- Show exact tread and riser dimensions
- Handrail size and height
- Size and spacing of balusters

Door and window attachment detail:

- Indicate the spacing of the anchorage for the attachment of the frame.
- Indicate the attachment of materials to be used to anchor the window/door.

Nailing Schedule Requirements:

- A nailing schedule is required to be submitted to provide the size and spacing of the nails for all sheathing and structural elements. The nail size and spacing are based on the type and thickness of material, and, also, whether it is on the floor, walls or roof.

Notes: Please coordinate your floor plans with other required drawings and check for accuracy in dimensions. Floor plans must meet all building codes for compliance.

Fireplace chimney detail:

- Complete wall section from the foundation through the roof to the top of the chimney
- Show all materials such as: sheathing thickness, bracing, nailing schedule, brick veneer, etc.
- Specify all anchorage/connections to the roof structure and manufacturer's installation requirements.

Garage door mounting detail:

- Indicate how your garage door is attached or provide manufacturer's specifications.
- Indicate allowable design wind load for roll up garage doors. Must meet minimum wind load requirements in accordance with the building codes.

Swimming Pools/Spas

A building permit is required for projects involving the construction, alteration, or repair of all pools and spas.

Submission Requirements:

- Completed permit application form
- Property survey showing location of pool
- Submit two (2) sets of signed and sealed structural plans—type of construction: gunite, poured concrete, or pre-fabricated; dimensions: length, width, and depth; cross-sections: reinforcements & thickness
- Florida Power "no conflict" letter (approving location of pool relative to power lines)
- Above ground pools must be installed per manufacturer's specifications
- Signed affidavit related to electrical work for above ground pools

Location:

- Swimming pools shall meet the setback requirements per the assigned zoning districts and the zoning district impervious surface ratio (open space) requirements. The Countywide seawall setback requirement is 18 feet.

Tie-In Detail For Additions

A Tie-In Detail is a drawing that shows the method of attaching a new structural addition to an existing building. The Tie-In Detail includes the following:

- Type of attachment used to tie the roof structure and beam to the new wall. Poured and filled bond beam for masonry wall, double top plate for wood frame walls
- Size and spacing of horizontal re-enforcement (dowels), depth of drilled holes, grouting material at wall
- Size and spacing of vertical re-enforcement (dowels/rebar), drilled and attached to the existing foundation/floor system for masonry walls, connections attached to sole plate bolted to the existing foundation for wood frame walls
- Retrofit filled cell at new masonry wall

Wall Section Submittal Requirements

A wall section is a detailed cross section plan that shows the construction of the foundation, floor, walls, roof components and the type of materials used for the total load path of the structure. The following must be included:

Foundation And Footing

- A wall section should indicate the type of footing that will be used to support your building above
- Indicate the width and thickness of the footing and the depth of the bottom of the footing, below finish grade
- For concrete slab construction, indicate slab thickness, wire mesh, vapor barrier, soil treatment and clean compacted fill or undisturbed soil
- For raised wood floor system, indicate anchorage, size, species, and grade of floor joists, floor sheathing, type thickness and fastening schedule

Wall Types

- A wall section should indicate all structural components supporting the roof structure
- Indicate all interior and exterior finish materials, insulation, drywall, stucco, siding, sheathing and fastening schedule, lintels, wood header sizes, etc.
- Indicate all finished floor to finished ceiling heights
- Indicate all bottom plate and anchor bolt sizes, if using masonry indicate vertical rebar size and lap splice
- Specify all connectors and attachments to sole plate at second floor connection
- Indicate a complete tie down system from foundation to roof

Roof Area

- Indicate all sizes and materials to be used in constructing the roof structure
- Indicate the roof pitch on plans
- Indicate the roofing materials to be used, thickness and or type of sheathing, nailing pattern, roof slope, rafters, and joists or pre-engineered roof trusses
- Specify all connectors and attachments from your roof structure to your exterior wall or top plate

Notes: The wall section should be coordinated with other required drawings and checked for accuracy. If construction types are mixed, a wall section for each type is required. Separate wall sections are required for accessory structures and components such as lanai, porch, carport, etc. Roof covering manufacturer specifications must be on the job site for inspection. All roof designs and construction will be reviewed and inspected for compliance with the current building code.

Section 4

Inspections

Inspections

All construction work must be inspected. Do not cover any construction work until you have it inspected. A placard must be displayed at the site throughout the entire construction process and remain there until the job is completed and the final inspection has been passed.

Electricity will be available upon completion of all work and passing of all inspections. Occupancy of the building will be allowed after completion of all work and inspections including site items. A certificate of occupancy may only be issued upon completion of all inspections.

Inspections can be arranged up until midnight for the next working day by dialing (727) 562-4580. You will need your permit number and know what type of inspection you are requesting.

Refer to Appendix B for information on the **24 Hour Inspection Request Line.**

Section 5
Planning Department
Site Plan Review

Site Plan Review Planning Department

Many projects in the City of Clearwater require site plan review by the **Planning Department, Development Review Division**, prior to the issuance of building permits.

The City's Community Development Code establishes specific dimensional requirements and performance standards for all projects, depending on the zoning assigned to each property. Many projects can be designed to meet the minimum requirements. These projects may qualify for plans to be submitted directly to the Development Services Department for review for building permits.

A project applicant may request flexibility in the minimum dimensions and site plan conditions by submitting for site plan review. The City's professional planning staff conducts the site plan review. A project may also trigger a review and approval by the Community Development Board in a public hearing due to the intensity of the use or site plan proposal. **PRIOR TO SUBMITTING FOR A BUILDING PERMIT, PLEASE CONFIRM THE ZONING AND SITE PLAN REVIEW PROCESS WITH THE PLANNING DEPARTMENT, DEVELOPMENT REVIEW DIVISION, PHONE NUMBER (727) 562-4567, EXTENSIONS 2563 OR 2667.**

Should a project require site plan review for a flexible standard or flexible use, the application forms, instructions and checklists are posted on the Planning Department Web site. In addition, these forms may be obtained from the Development Review Division of the Planning Department, at the Municipal Services Building, 100 South Myrtle Avenue, Second Floor, downtown Clearwater.

Section 6
Customer Service -
Utilities

Clearwater Customer Service - Utilities

Clearwater Customer Service (CCS), is responsible for providing centralized customer service functions to customers of the following City of Clearwater utilities. Services for these utilities are provided upon request, following all necessary plan approvals and payment of required deposits.

- **Water/Sewer**
- **Solid Waste/Recycling**
- **Reclaimed Water** – Available in selected areas.
- **Stormwater**
- **Clearwater Gas** – Clearwater Gas System provides Natural Gas and Propane (LP) gas service within the City of Clearwater, 16 other Suncoast municipalities, and unincorporated areas of Pinellas and Pasco counties. Clearwater Gas also sells a complete line of gas appliances and has a full service department.

To Contact Clearwater Customer Service

- **Hours of Operation** - Clearwater Customer Service representatives are available via telephone or in person Monday through Friday, from 8:00 a.m. to 5 p.m.
- **Telephone** - Customers may contact Clearwater Customer Service by calling **(727) 562-4600**. After regular business hours, an answering service is available for touch-tone phone users to leave requests, which will be responded to the next business day.
- **In Person** – Clearwater Customer Service is located on the first floor of the Municipal Services Building at 100 S. Myrtle Avenue. Services provided include: Utility bill payment, requests for connection or disconnection of utility services, and information. A drive-in facility is available for utility bill payments. A night deposit box is available for after hours payments (Please do not put cash in the night deposit box).
- **Fax** – Customers may fax requests to Clearwater Customer Service at (727) 562-4629.
- **Mail** – Customers may write to Clearwater Customer Service at P.O. Box 4748, Clearwater, FL 33758-4748.

Emergency Service

To report an emergency situation such as a gas leak or a water main break that occurs outside of scheduled hours, **please call (727) 462-6633**.

Clearwater Customer Service – Utilities

General Information

Utility accounts are billed monthly for services already rendered. Utility bills are due upon receipt. After 21 days from the statement date, the payment becomes past due. A late charge for the past due amount is calculated as \$3.00 or 2% of the past due amount, whichever is greater (maximum \$250).

Utility Deposit Information

- In general, payment of a security deposit equal to two (2) times the average monthly bill is required at the time utility service is requested.
- For temporary construction containers (roll-off type), a deposit of \$400 is required at the time of requested services.
- The security deposit is applied against any outstanding balance when the utility account is closed.
- Interest on cash deposits is credited to accounts annually at the prevailing interest rate.
- Deposits for *residential* utility service may be refunded after twelve (12) months of service, provided that a good payment record has been established.
- Applicants for *residential* utility service may satisfy the deposit requirement by producing a letter of referral from another utility that confirms that the customer has established a good payment record. In general, such referral letters should be received prior the date when service is requested to begin.
- Applicants for non-residential utility service must place a cash deposit before utility service will be connected.
- Alternatives to a cash deposit for non-residential accounts include a Surety Bond (obtained through an insurance company) and an Irrevocable Bank Letter of Credit. Such alternatives are subject to acceptance by the City of Clearwater. Detailed information regarding these alternatives is available upon request.

Utility Service Requests

Clearwater Customer Service attempts to accommodate requests for service connection/disconnection during normal business hours. In order to allow efficient scheduling of resources, customers are requested to provide at least one business day notice for service connects and disconnects.

Section 7

Sign Permits

Sign Permits

In order to create a pleasing, visually attractive community in the City of Clearwater, all signs are required to be reviewed and permitted under the Sign Code.

It is the purpose of the Sign Code to promote the public health, safety and general welfare through a comprehensive system of reasonable, consistent and nondiscriminatory sign standards and requirements.

A copy of the Sign Code and application for sign permit are given in the appendix of the Guide. The sign permit is a self-explanatory checklist, giving the information needed to submit the application and plans for approval.

Approval by the Planning Department, Development Review Division and/or by the Sign Inspector is necessary prior to the issuance of a sign permit. **For sign permit questions, please contact Planning at telephone number (727) 562-4567, extensions 2563, 2567, or the Sign Inspector at (727) 562-4726.**

If a proposed sign is larger than 32 square feet in size, the sign is also subject to Engineering Department approval, in order to make sure the sign will withstand hurricane force winds. **The Engineering Department telephone number is (727) 562-4747.**

An inspection will be necessary upon final installation of a sign, in order to obtain final approval for the sign. Please refer to Inspections section for details on calling for an inspection (information and telephone numbers for inspections are also given in the appendix section).

Section 8

Business Tax Receipts

Business Tax Receipts

In operating a business within the City of Clearwater, you will need to obtain a Business Tax Receipt, sometimes referred to as an occupational license. The application form is included in the appendix. A license fee is also required, and the amount depends on the use (as listed in the fee schedule).

If you are conducting business within the City of Clearwater, however, your company is located in another city or county area, rather than obtaining a Business Tax Receipt, you will need to **register** your business with the City of Clearwater for a nominal fee.

All licenses are reviewed by Planning, Development Review Division, for appropriate land use and zoning designations prior to the issuance of a license. Some license types may require background checks.

The rental of residential units requires licensing. The property owner will be asked to sign a "Residential Rental Compliance Notice Requirements of Minimum Applicable Standards" form. In signing this form, the property owner will acknowledge receipt of the minimum applicable standards of the Residential Rental Compliance Ordinance. The following minimum Housing Code standards will be considered when inspections are requested for residential rental units:

1. Kitchens and Sanitary Facilities
 - a. Kitchen sink, refrigerator, stove
 - b. Lavatory
 - c. Tub and/or shower
 - d. Water closet
 - e. Pipes
 - f. Hot and Cold Water Supply
2. Heating Facilities
3. Fire Protection/Smoke Detectors
4. Minimum Requirements for Light and Ventilation
 - a. Windows
 - b. Ventilation
 - c. Bathroom
 - d. Electric lights and outlets
 - e. Light in Halls and stairways
5. Electrical Facilities
6. Walls, Roofs, Ceilings, Floors (check for leaks, etc.)
7. Space Requirements
8. Stairs/Porches and Appurtenances (if applicable)
9. Windows and Doors
10. Extermination (insects, rodents and other pests)

Also, the following minimum standards of the Community Development Code, Divisions 8, 12, 13, 14, 15, and/or 18 and Section 28.82 of the Code,

will be considered when inspections are requested for residential rental units:

1. Abandoned (inoperative) Vehicles
2. Address Numbering and Signage
3. Debris
4. Fencing – Structurally Sound
5. Graffiti
6. Grass and Overgrowth/Landscaping
7. Outdoor Storage
8. Parking Restrictions/Lots
9. Outdoor Lighting
10. Trash Removal Facilities

Due to the large number of categories, it is impossible to be all-inclusive in a short informational package like this. **Information on uses at a particular location is readily available by calling Planning, Development Review Division, at telephone number (727) 562-4567, extensions 2563 or 2667.**

Licenses are renewable by October 1st of each year. A renewal notice will automatically be mailed to you in August of each year that you maintain an active license.

If your company name is different than your given legal name, a form for registering a fictitious business name must be filed with the State of Florida. See form in appendix or simply visit them on the web at www.sunbiz.org.