



Development & Neighborhood Services Department
100 S. Myrtle Avenue, Suite 210
Clearwater, FL 33756
Telephone: (727) 562-4567 Fax: (727) 562-4576
www.myclearwater.com

BUILDING PERMITS BY FAX OR MAIL

Contractors may request the following permits by fax or mail:

Building

New siding, new soffit and fascia, re-roof work and roof repairs, electric shutters, and any other work that does not require plans.

Electric

All electric work under 600 amps, including security alarms, where plans are not required.

Plumbing

Replacement of sewer and water lines, water heaters, solar water heaters, sewer cap-offs, and lawn sprinklers. (If adding a new or upgrading an existing water meter, there are impact fees to be paid in addition to the permit fees.) Any other work where plans are not required.

Mechanical

Any type of heating, air conditioning and ventilation work except new installations of equipment onto the roof of a structure and walk-in coolers. Any other work where plans are not required.

Gas

Any type of L.P. or natural gas work.

Procedure by Fax

1. Fax a completed permit application and Charge Authorization Form to Development & Neighborhood Services (Fax 727-562-4576). If the permit application is not complete the permit will not be processed. The license holder or their approved authorized agent on file with the City of Clearwater, must sign the application. If you are not required to have a PCCLB card, then you must provide proof of insurance.
2. Within 24 hours we will enter the application information into our computer and FAX you a permit with the receipt. You may start working once you receive the faxed copy of the permit.

Procedure by Mail

1. Submit a completed permit application to Development & Neighborhood Services, City of Clearwater, P.O. Box 4748, Clearwater, FL 33758-4748. The license holder, or their approved authorized agent on file with the City, must sign the application. If you are not required to have a PCCLB card, then you must provide proof of workers' compensation.
2. A check, payable to the City of Clearwater or a Charge Authorization Form for the fee **must** accompany the application. You may obtain a copy of the fee schedule from this office or on the internet at myclearwater.com.
3. A stamped, self-addressed, legal size envelope or larger, to return the permit documents, must accompany the application.
4. Work may start when you receive the permit. Please post the permit at the job site. If not, the inspector may issue a correction notice. Additionally, jobs more than \$2,500.00 in value (\$5,000.00 for a direct contract to repair or replace an existing heating or air conditioning system) shall submit a **recorded** Notice of Commencement from the Pinellas County Clerk of the Circuit Court along with the permit application.
5. Development & Neighborhood Services will have the permits in the mail 24 hours after receipt. Direct your questions or suggestions to Development & Neighborhood Services at 727-562-4567.

PERMITS NOT REQUIRED

1. Replacing or repairing siding, including stucco on a detached one or two family dwelling, or maximum floor area of 2,000 square feet.
2. Replacing of soffit and fascia material on a detached one or two family dwelling.
3. Permits are generally not required for carpeting, painting, wallpapering, paneling over existing walls, and tile nor where the valuation of labor, materials, and all other items does not exceed \$500.00 and the work or operation is of casual, minor, inconsequential nature, and does not violate any city codes or ordinances, or is exempt pursuant to Chapter 75-489, Laws of Florida (Special Acts), Section 25.