

## FAQ : Permitting Information

### Permits Not Required:



All types of work shown below do not require permits but may require a licensed contractor to do the work. (All items are required for Substantial Improvement / Damage Repairs)

- Aluminum Fascia and Trim
- Carpet, Wood Flooring, and Tile
- Ceiling Fan Replacement
- Ceiling Tile Replacement
- Concrete Slabs less than 50 Sq. Ft.\*\*\* Not to be Built on or attached to house\*\*
- Doghouses (Private)
- Door Locks and Hardware
- Drywall Patches and Ceiling Repair Non-Fire-rated Assembly under 250 Sq. Ft
- Garage Door Openers
- Gutters
- Interior Doors and Trim
- Liquid Roof Coating
- Office Cubicles and Movable Partitions
- Garage Door Repairs
- Painting (Exterior)
- Painting and Wallpaper (Interior)
- Parking Lot Stripes
- Residential Pool Resurfacing
- Pull-Down Stairs
- Pump Hose without storage
- Replacement Light Fixtures and Ceiling Fans
- Replacement of Faucets, Sinks, and Toilets
- Glass replacement of Interior Window or interior Door
- Re-screening and Re-Vinyl
- Shower/Tub Glass Enclosures
- Mulch
- Store Fixtures
- Stucco/Cementation Coating less than 100 sf



Notwithstanding the above, a permit will be required for all repairs to a structure for which enforcement action (including, but not limited to, a warning, citation, notice of violation, or injunction) has been initiated, even when such repairs otherwise would not require a permit. The nature of the permit required depends on the type of structure and/or repairs required.

Always check with the Development Services , 727-816-1900 ext. 2 to see if a permit is required.

**The City requires a permit for most construction activities including (but not limited to): ( [Building Application](#) )**

- Interior and exterior renovations and additions
- Windows & doors (new/replacement)
- Plumbing & electrical (new/additions/additions/replacements)
- Garage door replacement
- Storm shutter installation
- Structural Siding
- Signs, awnings, and banners
- Roofs (new/replacement)
- Air conditioning (new/replacement) *if in a flood zone must be Elevated. Min. 3 ft and anchored down.*
- Paved driveway, sidewalk, or patio
- Fences (new/replacement)
- Oak Tree Removal- require arborist letter
- Accessory Structures such as sheds, gazebos etc. (no larger than 200 sq ft and no higher than 15 ft tall)
- Carports & screen rooms
- Swimming pools, spas & enclosures
- Wood decks
- Boat docks, lifts, davits and pilings
- Seawall (new/repair)
- New Construction
- All Residential & Commercial mechanical, plumbing, structural and electrical





# Permits

As a homeowner, you may obtain a building permit for work you are doing on your home. However, unless you reside in your home, a licensed contractor must do the work.

## The following items do not need a permit:

- Fascia and soffit installation and repair
- Wall and floor covering
- Landscaping, pressure washing & landscape curbing.
- Painting

<https://floridabuilding.org/c/default.aspx>

### **Building Permit:**

To apply for your Building permit, you must submit detailed plans for the building, including plans for the structural, electrical, plumbing and mechanical systems. Separate permits may be required for each system.

You may apply online at, <https://portrichey.portal.iworq.net/portalhome/portrichey> or in office at, 6333 Ridge Rd, Port Richey FL 34668. ( [Building Application](#) )

### **When do I need a permit?**

Permits are required before any work is done on the jobsite for any new construction, additions, alterations, or repairs, mechanical, electrical, plumbing or structural, demolitions, clearing & grubbing. Replacement of a window(s) and/or a door(s) is considered structural and will require a permit. If you have a question whether a permit is needed, please call the Development Services at 727-816-1900 and press extension 2 or email us at [building.services@cityofportrichey.com](mailto:building.services@cityofportrichey.com)

### **Roofing Permit:**

Required for any new or replacement repairs 100 sq ft and more.



### **Electrical Permit:**

Required when any new electrical circuits are added, new electrical service, extended or service is changed. If in doubt, please call the Development Service at 727-816-1900 ext. 2.

### **Plumbing Permit:**

Required when any new piping, re-piping, fixtures are added, including back-flow devices. If in doubt, please call the Development Services at 727-816-1900 ext. 2.

### **Mechanical Permit:**

Required when any heating or air conditioning equipment is being extended, relocated or changed out, including ductwork. No permit is required for the installation of window A/C units. If in doubt, please call the Development Services at 727-816-1900 ext. 2.

### **Gas Permit:**

Required for any new gas piping, extending existing gas piping, or the installation or replacement of gas appliances. If in doubt, please call the Development Services at 727-816-1900 ext. 2.

**How much does a permit cost?** See the [Permit Fee Schedule](#) effective January 1st, 2021.

A Florida licensed contractor is required for the construction of new buildings, alteration, repairs and additions to existing buildings. Permits are issued to Florida licensed contractors and qualifying owner builders as described below. To check to see if a contractor is licensed in Florida, please contact the Building Inspection Division office or visit the Department of Business and Professional Regulation website: <https://www.myfloridalicense.com/wl11.asp>  
You can also contact the City of Port Richey Development Services at 727-816-1900 ext. 2

You can obtain permits for and construct your own residence if the following criteria as stated in **Florida Statute, Chapter 489, Section 489.103(7)** as follows:

Owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors, when building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease, or building or improving commercial buildings, at a cost not to exceed \$75,000, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within 1 year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease. This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor. The owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot. To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application. The local permitting agency shall provide the person with a disclosure statement in substantially the following form.

#### Disclosure Statement:

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. **The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption.** You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may...

not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

## Florida Building Codes

The following codes are adopted by the State of Florida and are applicable to all designs for new and altered structures in the City of Port Richey.

Effective January 1, 2024

Florida Building Code, Building (FBC-B) *	8th Edition (2023)
Florida Building Code, Mechanical (FBC-M)	8th Edition (2023)
Florida Building Code, Fuel Gas (FBC-FG)	8th Edition (2023)
Florida Building Code, Plumbing (FBC-P)	8th Edition (2023)
Florida Building Code, Existing Building (FBC-EB)	8th Edition (2023)
Florida Building Code Accessibility (FBC-A)	8th Edition (2023)
Florida Fire Prevention Code (FFPC)	8th Edition   View
National Electrical Code (NEC / NFPA70)	2020 Edition

## Wind Codes:

New construction:	150 mph
Sheds:	130 mph
Screen Rooms:	140 mph



## What inspections are required?

Listed below are the typical inspections required but not limited to residential construction. Inspections can be scheduled online at (Contractor code required), <https://portrichey.portal.iworq.net/portalhome/portrichey> or by calling 727-816-1900 ext. 2

## **1. Environmental Inspection:**

First environmental: Inspection is made in conjunction with the first building inspection to ensure proper installation of sediment and erosion control barriers. Throughout the project sediment & erosion control barriers are monitored.

Final Inspection: Can be made with the final building inspection.

## **2. Building Inspection:**

Footing, slab, stem wall, bond beam/lintel, second floor lintel, roof sheathing, wall sheathing, framing, aluminum track, siding dry-in/wire lathe, fire rated assembly, insulation, roof final, building final, tie-in-survey/form board survey, elevation certificate.

## **3. Roofing Inspection:**

In progress, nail off, dry-in, final (roof affidavit required before final).

Homeowner permits will need a roof re-nail (reroof permit) & a water barrier inspection in addition to inspections above.

**NOTE:** The Nailing and Secondary Barrier Inspections **MUST** be inspected and approved prior to the installation of any Final roof covering. Once these have been approved the final covering may be installed and a final roof inspection scheduled.

## **4. Electrical Inspection:**

Underground electrical, tug, rough-in, low voltage rough-in, low voltage final and final, temporary poles and pre-power.

## **5. Plumbing Inspection:**

Sewer, backflow, tub set, roof drains, underground rough-in (all floors), plumbing final/well pump final, water service.

## **6. Mechanical Inspection:**

Rough-in and final.

## **7. Gas Inspection:**

Rough-in, 2<sup>nd</sup> rough-in, LP tank set and final.

## **8. Swimming Pool Inspection:**

Termite, pool enclosure footing, enclosure slab, enclosure final, above ground spa barrier final, retaining wall footing, retaining wall lintel steel, retaining wall final, pool steel, plumb rough-in/main drain, electric bond, electrical final, plumbing final, pressure test and pool final.



### **9. Certificate of Occupancy (C.O.):**

After all inspections are finished a C.O. will be issued. A new house or addition cannot be occupied, and permanent power cannot be provided without a C.O. This is the final step.

### **10. Certificate of Completion (C.O.C):**

Will be issued for renovations, additions in lieu of C.O.

### ***Related Links:***

Building Officials Association of Florida - [www.boaf.net](http://www.boaf.net)

Florida Building Commission - <https://floridabuilding.org/c/default.aspx>

Department of Environmental Protection, S & E Certification - <http://www.dep.state.fl.us/water/nonpoint/erosion.htm>

Verify contractor licensing-Department of Business and Professional Regulations ( DBPR)- <http://www.myfloridalicense.com/DBPR/>

### **Final Plat Recording:**

If your project involves the subdivision of property, it will be necessary for you to complete all public facilities and to submit a final plat of the subdivision prior to applying for any building permits. The public facilities will include the streets, stormwater ponds, water and sanitary sewer mains. The final plat must be approved by Development Services, the City Engineer, City Water Utilities and the City Council and be recorded in the public records of Pasco County.

### **What documents are needed with my permit application?**

Listed below are the typical documents required but not limited to for a permit application for residential construction. If you have any further questions, please contact us at [building.services@cityofportrichey.com](mailto:building.services@cityofportrichey.com) or 727-816-1900 ext. 2.





### **Existing Dock/Floating Dock:**

- Can add boat lift if existing electric.
- If no electric, electric permit required.
- No DEP or Army Corps. if same size and still existent.
- [Notice of Commencement](#) if job cost above \$5000.
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- [City Code](#)

### **Brand New Dock:**

- DEP and Army Corp documentation.
- 2 sets of engineered plans/survey displaying setbacks.
- [Notice of Commencement](#) if job cost above \$5000.
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- [City Code](#)

### **Seawall (New or Repair):**

- Engineered plans.
- (New) DEP and Army Corp documentation.
- (Repair) No DEP or Army Corp if same size for size.
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- [Notice of Commencement](#) if job cost above \$5000

### **Shed:**

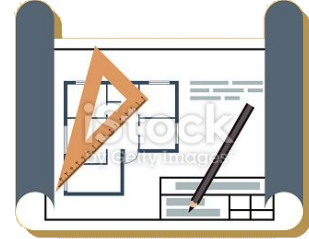
- Product approvals. (windows/doors)
- Engineered plans
- Survey / site plan showing setbacks.
- Tie down/anchoring information (Due to flood zone)
- Must be no more than 200 sq ft and no higher than 15' tall
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- [Notice of Commencement](#) if job cost above \$5000

### **Roof:**

- \*No permit needed for repair if less than 100 sf\*
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- [Notice of Commencement](#) if job cost above \$5000.
- [Roof Inspection Affidavit](#) before final inspection.

### **Mechanical:**

- [Notice of Commencement](#) if job cost above \$15000.
- Energy Calcs (unless size for size).
- AHRI
- If at finished floor level, must be on hurricane pad.



### **Pool/Spa (New):**

- Engineered plans, displaying setbacks.
- Should specify drainage flow.
- [Pools and Spas Required Information](#)
- [Notice of Commencement](#) if job cost above \$5000
- If homeowner permit, [Owner-Builder Affidavit](#) needed.

### **Window Replacement:**

\*Needs hurricane protection/ Impact\*

- Product approvals.
- [Notice of Commencement](#) if job cost above \$5000
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- 2 sets of plans/ survey showing location of windows being replaced.

### **Fence:**

Depending on the location of the lot, height restrictions may vary. If you need further assistance or have any questions regarding your property, please email us at [building.services@cityofportrichey.com](mailto:building.services@cityofportrichey.com) or call at 727-816-1900 ext. 2.

- [Notice of Commencement](#) if job cost above \$5000.
- If homeowner permit, [Owner-Builder Affidavit](#) needed.
- Plans/survey showing location and height of fence.

### **Do I need a permit to remove a tree?**

No. However, we will require an Arborist's letter for any protected trees, Oak trees being the most common.



### **What documents do I need as a Contractor to register with the City of Port Richey?**

To register as a contractor with the City of Port Richey, you will need to fill out our [Competency-and-Insurance-Registration](#) and provide copies of your State License, workers compensation insurance and liability insurance.

### **How do I know if my property is located within the City limits?**

You can go to the Pasco Property Appraiser website at <https://search.pascopa.com/> to search any address or parcel ID. Once you have pulled up the proper location you can verify what jurisdiction the parcel is located under.

### **Where can I locate the setbacks for my parcel?**

All Code of Ordinances including zoning requirements can be located at: [https://library.municode.com/fl/port\\_richey/codes/code\\_of\\_ordinances](https://library.municode.com/fl/port_richey/codes/code_of_ordinances) . There you can search up any key words to help navigate the codes.