



# Permit Information

The City of Belleair Bluffs contracts with Pinellas County for permitting and inspections. In order to obtain a Pinellas County Building Permit and Inspection, you must obtain a City of Belleair Bluffs Registration and Pre-Permit Letter. The City requires a copy of the contract with the property owner, letter of authorization for a permit puller and a copy of your current PCCLB. There is an administrative cost to register your company with the City of \$10.00. We do not accept credit cards at this time. Please call 727-584-2151 with any questions.

Permits can be emailed to [admin@belleairbluffs-fl.gov](mailto:admin@belleairbluffs-fl.gov)

## Requirements for completion of the Pre-Permit Letter:

- Driver's License
- PCCLB License
- Letter of Authorization, if not the contractor
- Homeowners Affidavit (*if necessary*)
- Business Registration
- Signed proposal, contract or quote approved by the property owner (*preferably with property owner's signature*)
- Architectural plans or drawings (*if necessary*)
- Impervious Worksheet (*if necessary*)
- Current Survey (*if necessary*)
- NPDES Application and Inspection Fee (*if necessary*)

## FREQUENTLY ASKED QUESTIONS

### 1. What paperwork is required to obtain a permit?

A permit application includes the Pre-Permit Letter, contract with the property owner, valid PCCLB, valid registration with the City of Belleair Bluffs, a letter of authorization to pull permits if not being done by the listed contractor and any engineering plans or architectural drawings. Some permits may require additional documentation such as an impervious worksheet and current survey.

Residential permits require three (3) sealed copies; Commercial permits require four (4) sealed copies. For additional information on submission requirements, view Sec. 102-184.

### 2. How long is a permit valid?

A permit is valid for six months from the date of issuance, or from the last approved inspection date. If the project is dormant for six months, then the permit is expired. A permit extension must be filed by written request.

3. Can I pull my own permit? What work can I do as an owner?  
Maybe. The City of Belleair Bluffs and Pinellas County require a permit for any new building, addition, remodeling, or demolition, or work in excess of \$500.00 *OR* which would require an inspection. As the owner of a residential property, you may act as your own contractor and do the work yourself, if the home is for your own use, it is not for sale or lease and the work does not require a licensed contractor. A property owner **cannot** pull a permit for work done in a condominium or commercial property; it must be a licensed contractor.
4. Do I need a permit for a fence?  
Yes. When installing a new fence or repairing a portion of your fence in excess of two (2) panels, you must provide a survey showing your property line and where you are installing the fence. You must comply with any land use codes (Article XIX. Fences).
5. Do I need a permit for a driveway?  
Yes. A building permit is required for a new or an extension of a driveway. You must comply with all land use and environmental regulations. In addition to the permit, you must complete an impervious worksheet and survey.
6. What are the regulations for dumpsters?  
Contractors may use their own dumpsters or trailers to remove debris. They must be removed from the premises each night. Any vendor can provide dumpsters under 10 yards. Waste Management must supply any size dumpsters larger than 10 yards, as they are the City's authorized provider per Belleair Bluffs Code of Ordinance Sec. 130-3. These larger dumpsters can remain on premise throughout the job.

#### PINELLAS COUNTY RESOURCES

Building Department – 727-464-3888

Construction Licensing Board – 727-582-3100

Tree Removal/Environmental/Habitat Permit – 727-464-3480

Right-of-way Permits – 727-464-3404



**CITY OF BELLEAIR BLUFFS**

2747 Sunset Boulevard  
 Belleair Bluffs, FL 33770  
 TEL: (727) 584-2151

EMAIL: [admin@belleairbluffs-fl.gov](mailto:admin@belleairbluffs-fl.gov)

**PRE-PERMIT LETTER**

OFFICIAL USE	Initial	Date
RECEIVED BY		
BB Permit #		
Impervious %		
Plan Location		

Contractor Providing the Work: \_\_\_\_\_  
*Company, Name and Telephone # and email address*

Property Owner Contact Information: \_\_\_\_\_  
*Owner Name and Telephone # and email address*

BUILDING  PLUMBING  ELECTRICAL  FENCE  MECHANICAL  ROOFING  SIGN  OTHER

**Description of Project (please include FL#'s):**

Include Plans or Architectural Drawings to scale and survey if applicable (Residential: 3 sets; Commercial: 4 sets)

**MUST PROVIDE A SIGNED PROPOSAL OR CONTRACT AND LETTER OF AUTHORIZATION TO PULL PERMIT**

Projected Cost: _____	Land Use: _____	Parcel ID: _____
Site Address: _____		
Bldg. Set Backs: Side: _____	Rear: _____	Front: _____
Flood Zone: <b>X</b>	BFE: _____	DFE: _____
<b>Sub-Contractors</b> **Permit holder ensures all subcontractors are <b>registered</b> with the City of Belleair Bluffs**		
Electrical	_____	
Mechanical	_____	
Plumbing	_____	
Roofing	_____	
Sign	_____	
Swimming Pool	_____	
Other	_____	

**NOTICE:** This signed application must be submitted to Pinellas County Building Depart. for appropriate permits. It is the responsibility of the contractor to call the county building department for all necessary inspections. It is the responsibility of the contractor to resubmit pre-permit sheet and applicable plans if work has not started within six months of the date of issue.

ALL CONTRACTORS MUST USE A WASTE MANAGEMENT DUMPSTER IF OVER 10 YARDS. ALL OTHERS MUST BE REMOVED EACH NIGHT. PLEASE CONTACT **WASTE MANAGEMENT OF FLORIDA, INC. 727-572-8779** TO MAKE ARRANGEMENTS. (SEC. 130.3)

ALL CONTRACTORS MUST ABIDE BY **NPDES REGULATIONS** (B.B. ORDINANCES 102.60; 102.88, 90,117; 133.2-9)

The Contractor below has permission from the City of Belleair Bluffs to apply to Pinellas County for a permit:

<u>X.</u>	_____	_____	_____	_____
Signed	Date	Signed	Date	
(Contractor or Homeowner)		(City Representative)	Expires six (6) months from this date	