



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 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. Building codes are located in Municode.com.

Permits can be emailed to 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 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 may not 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 10 yards or less. 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

PRE-PERMIT LETTER

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

Contractor Providing the Work: _____
Company, Name and Telephone #

Property Owner Contact Information: _____

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: _____

Set Backs: Side: _____ Rear: _____ Front: _____

Flood Zone: _____ BFE: _____ DFE: _____

Sub-Contractors **Permit holder ensures all subcontractors are **registered** 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 department 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:

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



**CITY OF BELLEAIR
BLUFFS**

2747 Sunset Blvd. Belleair Bluffs,
Florida 33770
Phone: (727) 584-2151
Fax: (727) 584-6175

**NOTICE TO HOMEOWNERS
Florida Statute Ch. 489
Disclosure Statement
489.103 (7)**

State law requires the 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.

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 one (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 the 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.

I Certify that;

- I am the lawful owner and current occupant of the property indicated below.
- I have a complete understanding of the property owner's obligations under the law as specified within the disclosure statement in this section.
- I understand if I sell or lease a building I have built or substantially improved myself within one year after the final inspection is attained, the law will presume I built or substantially improved the building for sale or lease, which is a violation of this exemption.

CONSTRUCTION ADDRESS _____

Property owner's

Signature _____

Property owner's

Printed Name _____

Identification: _____