



# Practical Guide to Permitting

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## A User's Guide to Building Permitting

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City of Dunedin, Florida  
Community Development  
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This practical guide is published by the Community Development Department as a public service and is meant to assist our customers with building permitting in the City of Dunedin. It is intended for general information only. Always use the official laws or ordinances if absolute legal accuracy is required.

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## OVERVIEW

The following information is intended to help our customers with applying for building permits. Call us and leave a message at 727-298-3210 or email us at [permits@dunedinfl.net](mailto:permits@dunedinfl.net) and staff will get back with you to assist.

Our office is located in City Hall at 737 Loudon Avenue, Dunedin, Florida 34698. We are open Monday - Friday from 8:00 a.m. to 4:30 p.m.

## HOW TO APPLY

Visit the [Dunedin Citizen Self Service \(CSS\) Portal](#) to register, login and apply for permits.

## WHAT TO SUBMIT

The following items must be submitted for most new construction, addition or renovation projects. Submittal requirements do vary based on the project.

### Survey

Boundary survey of the property. Surveys should include the following:

- Complete legal description, plus easements, encroachments, existing structures and rights-of-way affecting the property.
- Name, location and width of existing or platted streets and rights-of-way within or contiguous to the site.
- Elevations with datum including; all four (4) corners of property, center of property, and crown of the adjacent roadway(s).
- FEMA Flood Zone and Base Flood Elevation (BFE).

### Site / Plot Plan

Site or plot plan. Site or plot plans should include the following:

- Location of proposed building or addition.
- Proposed front, rear and side yard setbacks indicated.
- Location of proposed driveways and sidewalks.
- Proposed drainage plan.
- Proposed lowest floor elevation (LFE) of the building or addition.

### Construction Drawings

Construction drawings, electronically signed and sealed by a registered architect or professional engineer, licensed to practice in the State of Florida. Construction drawings should include the following:

- Foundation plan
- Floor plan
- Floor/roof framing plan
- Typical wall section(s)
- Roof plan
- All exterior elevations
- Electrical plan
- Mechanical plan
- Plumbing plan
- Wind design data
- Life safety plan (nonresidential)
- Details (as necessary)

### Florida Product Approvals

Complete set of product approvals including the numbers and installation instructions for each product to be utilized on the project. Please use the [Product Specification List](#).

## Energy Efficiency Code Forms

Applicable energy efficiency code forms. Forms must be complete and signed by the preparer and owner or agent.

## Notice of Commencement

If the job value is greater than \$5,000.00, a certified copy of the recorded [Notice of Commencement](#).

## FLOODPLAIN MANAGEMENT REGULATIONS

### Minimum Lowest Floor Elevations (LFE)

The City's floodplain management ordinance requires that new construction or substantially improved or substantially damaged existing buildings must comply with the following:

- Residential structures in A Zones must have their lowest floor elevated to the Base Flood Elevation (BFE) plus 1 foot or to the Design Flood Elevation (DFE), whichever is higher.
- Non-residential structures in A Zones must have their lowest floor elevated to the BFE plus 1 foot or to the DFE, whichever is higher, or they can be dry-floodproofed to the BFE plus 1 foot or to the DFE, whichever is higher.
- In V Zones, the building must be elevated on piles and columns and the bottom of the lowest horizontal structural member of the lowest floor must be elevated to the BFE plus 1 foot or to the DFE, whichever is higher.
- In X Zones, no BFE's are shown. In general, the lowest floor must be at least 1.5' (18 inches) above the highest elevation of the adjacent roadway unless otherwise approved by the City.

### Substantial Improvement or Damage Review for Existing Structures (FEMA 50% Rule)

If you plan to improve or repair an existing structure that is located within an A or V Flood Zone please review the [Substantial Improvement or Damage Review Package](#) which explains the FEMA 50% Rule. It also contains helpful information about the review process and the necessary application, affidavits and cost estimate form that must be submitted along with your building permit application.

### Agreement to Submit Elevation Certificate

The [Agreement to Submit Elevation Certificate](#) form must be submitted for new construction or substantially improved or damaged existing buildings located within an A or V Flood Zone. In addition, you must submit a [FEMA Elevation Certificate](#) based on the construction drawings at the time of building permit application.

### V Zone Design Certificate

A [V Zone Design Certificate](#), prepared by a professional engineer or architect, licensed to practice in the State of Florida must be submitted for new construction or substantially improved or damaged existing buildings located within a V Flood Zone.

## PERMIT FEES

Building permit fees are based upon construction valuation. Combination permits are issued for most projects. Combination building permits may include electrical, gas, mechanical and plumbing work. In general, you can expect to pay about 1.0% of the total construction valuation for permit, plan review and inspection fees. For example, if the total construction valuation for a project is \$50,000 the combination permit fees are likely to be about \$500 for the entire project.

This estimate does not include other fees that may be due such as state surcharges, fire department review fees, impact fees, water meters, etc. You can also use the Permit Fee Calculator to estimate building permit fees.

### **Value of Construction**

Construction valuation shall include total value of work, including materials and labor, for which the permit is being sought, such as building, electrical, gas, mechanical, plumbing equipment and permanent systems. Combination permits may include building, electrical, gas, mechanical and plumbing work. Construction valuation shall be estimated as set forth in the most current Building Valuation Data as published by the International Code Council, Inc. or an actual signed contract for the construction valuation may be used to determine the applicable fees. Construction valuation shall be calculated on the gross area of the building for new construction and the work areas for additions, alterations, rehabilitations, remodeling and renovations. For residential uses, unconditioned, open and covered areas will be calculated as Utility Occupancy. All permit fees for alterations, rehabilitations, remodeling and renovations shall be calculated the same as new construction, based on the work area. Construction valuation is subject to review and approval by the building official.

## **AVERAGE PLAN REVIEW TIMES**

Average plan review time for residential permits is 5-7 business days and 7-10 business days for multifamily and commercial permits.

## **WHO CAN PULL PERMITS?**

### **Licensed Contractors**

Only licensed contractors may be issued permits except as indicted below. All contractors and sub-contractors must be appropriately licensed by the DBPR and/or PCCLB and register with the City. There is no fee to register with the City.

### **Owner-Builder Permits**

State law allows owners of residential property to act as their own contractor when building or improving one- or two-family dwellings for their use and occupancy and not offered for sale or lease. To qualify for this licensing exemption, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the [Owner-Builder Disclosure Statement](#).

### **Commercial Construction by Property Owners**

Chapter 75-489, Laws of Florida, prohibits the issuance of building permits to commercial property owners. Licensed contractors must perform commercial construction activities.

## **REQUIREMENTS AFTER PERMIT ISSUANCE**

### **Required Inspections**

Inspections must be requested in the [Dunedin CSS Portal](#). Please be aware that it is the responsibility of the permit holder to ensure that all required inspections are performed and approved. All permits require final inspection approval to complete.

### **Certificate of Protective Treatment for Prevention of Termites**

A weather resistant jobsite posting board shall be provided to receive duplicate Treatment Certificates as each required protective treatment is completed, providing a copy for the person the permit is issued to and another copy for the building permit files.

### **Tie-In Survey**

Tie-in surveys are required on all new construction and additions prior to the approval of any vertical construction. The tie-in survey must be signed and sealed by a professional surveyor and mapper, licensed to practice in the State of Florida and include the following:

- Lowest floor elevation (LFE) of structure(s).
- Front, sides, and rear setbacks must be indicated.

### **FEMA Certifications**

Additional certifications for structures located in special flood hazard areas (A and V zones) are also required prior to approval of any vertical construction and at finished construction.

- For residential buildings, a [FEMA Elevation Certificate](#) must be provided.
- For non-residential structures, either a [FEMA Elevation Certificate](#) or a [FEMA Dry Floodproofing Certificate](#) must be provided.

### **Certificates of Occupancy**

Before a Certificate of Occupancy can be issued, the following must be completed:

- All inspections.
- All required certifications and/or documentation must be provided.
- All fees must be paid.