



Sufficiency Guidelines Residential Single-Family Addition

This document will provide a guide for additions to existing single-family residences. Following these guidelines will help ensure the application, plans and supporting documentation are complete and sufficient for permit submittal which will ensure a timely review and response.

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General Intake Requirements

- Apply at [HillsGovHub](#)
- Required documents during application submittal:
 - Copy of a paid sanitary sewer and/or water receipt from the supplying utility company (if other than Hillsborough County Utilities)
 - If using a septic system (sewer/water not available) upload a copy of the approved septic system permit (including approved site plan) from [Florida Department of Health](#)
 - Recorded certified copy of [Notice of Commencement](#) in accordance with [Florida Statutes 713.13](#) (required prior to the first inspection)
 - Homeowners acting as their own contractor must upload a completed [Owner Builder Disclosure Statement](#) in accordance with [Florida Statutes 489.103\(7\)\(a\)](#) (if applicable)
 - Statute provides for [specific exemptions and requirements](#) in order to obtain a permit



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- Proof of ownership will be verified as per [Hillsborough County Property Appraiser](#) website
- If property was recently purchased and does not reflect the current owner, a recorded certified copy of the deed must be provided
- All new development within a previously approved new subdivision requires a [final recorded plat through the Clerk of the Circuit Court](#)
- Applicant shall verify that the parcel is a legal lot of record
 - The current legal description as provided by the [Hillsborough County Property Appraiser \(HCPA\)](#) must match the historic legal description as shown on the 1988 tax roll OR provide a deed prior to Hillsborough County date of conformance of July 26, 1989 that matches the HCPA legal description
 - If assistance is needed to ensure the parcel is a legal lot of record, email: ZoningHelp@HCFLGov.net
- Provide any supporting documentation in relation to the parcel and/or structure if applicable
 - Any approved variances (zoning/wetland), Certified Parcel Subdivision Approval letter, Vacation of a Public easement by the Real-Estate Department, Affidavit of consent for Encroachments into platted easements dedicated to a Homeowners Association or Community Development District (HOA/CDD)
- Impact and Mobility Fees are assessed on all projects that create new development or remodeling of an existing structure if there will be an increase in useable area. Impact fees must be paid prior to Certificate of Occupancy

Site Plan Requirements

- Provide a site plan drawn to scale:
 - Indicating the location of the proposed scope of work and all existing structures on the parcel
 - Property boundaries with lot dimensions
 - Property legal description
 - Base Flood Elevation(s)
 - Finished floor elevations (residence and garage)
 - Vertical datum reference
 - If NGVD1929 datum is being utilized, the datum conversion factor must be provided
 - Required front, side and rear yard setbacks from all structures to all property boundary lines
 - Maximum building height
 - Street location name(s)
 - North arrow
- Must confirm compliance within all Residential Districts and Planned Development Standards established within the conditions of approval, subdivision construction grading plan and must be consistent with the goals, policies and objectives contained within the Comprehensive Plan
- Must identify all easements, floodplain, any environmentally sensitive areas (wetlands, conservation, preservation and/or the wetland setback lines and Significant Wildlife Habitat)
- All proposed construction must indicate the foundation design (stemwall, slab on grade, piers, posts, etc.)
- Indicate driveway to home and type of driveway construction (i.e., concrete, asphalt, paver bricks, grass)
- Location of Mechanical equipment (i.e., air conditioning units, pumps, heating equipment, propane tanks, electrical



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generators and similar installations) must be indicated along with the setbacks (distance) from equipment to the property boundary lines

- All wetland delineations and formal determinations of the wetland and other surface water limits reviewed and approved by the Environmental Protection Commission (EPC) must be provided
 - Approved certified survey by EPC must be valid and approved within the five (5) year period
- Depict a 30-foot wetland setback conservation or 50-foot wetland setback preservation area line labeled on the site plan
 - If property has a permitted seawall or rip rap, provide a copy of permit
- Septic tank and drainfield must be in accordance with Health Department permit or indicate the sanitary line from the road to residence
- Depict waterline from road to the residence or well location and waterline from well to the residence
- Depict drainage flow arrows, existing grades and finished grades for each corner of the parcel. Indicate all drainage features (swales, ditches, conveyance, detention, retention areas, etc.) that may affect the flow rate of stormwater runoff. Site plan must meet one of the options below:
 - Site plan must match the County approved subdivision Lot Grading Plan and identify type A, B or C grading scheme, OR
 - Site plan signed and sealed by a Florida-registered Professional Engineer depicting grading information and finished floor elevations, OR
 - Select the NO FILL Attestation on the application which states that fill shall be restricted to the septic drainfield and the building foundation only with the exception of minor foundation grading not to exceed 6 feet from the building footprint, and foundation grading shall be placed no nearer to the side property boundary than 3 feet with the slope from the structure not to exceed 4:1
- If the parcel (or any portion thereof) is located within the Special Flood Hazard Area (SFHA); the site plan must depict the SFHA(s), the Base Flood Elevation(s) (BFEs), the FIRM panel number and date, and the LOMA/LOMR (if applicable)
- Trees 5-inch in diameter-at-breast height (DBH) and larger located on the site or within the Right of Way (ROW), that are located within 30 feet of proposed improvements (home, septic, driveways, utilities, etc.) must be identified by tree type and DBH size. Trees beyond the 30 feet of improvements, if shown, may be counted toward the required lot trees
 - If trees are to be removed, they must be identified with an “X” AND
 - Trees to be preserved must have tree barricade symbols identified at the dripline (refer to [Protective Barrier Requirements and Specifications](#))
- If pruning a grand oak (34 inches DBH or larger), upload [grand oak pruning affidavit](#)
- Identify any required special design techniques (tree wells, aeration systems, retaining walls, grade dishing, etc.) due to existing and proposed grade differential (if applicable)
- ROW Use Permit is required when an owner wishes to provide access to a property adjacent to the County’s rights-of-way; pursuant to Ordinance 92-22 and the County’s Utility Accommodation Guide and Rights of Way Use Manual (UAG), Section 2.5.
- The types of access connections and the requirements for obtaining a permit are described within the Hillsborough County Land Development Code (HC-LDC) [Section 6.04.01](#). - Access Management
- Sidewalks shall be required in all land use categories, where necessary to provide for safe pedestrian circulation; pursuant to the [HC-LDC Section 6.02.08](#). - Sidewalks



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Building Plan Review Requirements

- Building plans designed in accordance with the current Florida Building Code and [digitally signed and sealed](#) by a State of Florida Registered Architect or Engineer; to include the design professionals name, registration number, complete address and phone number
- Provide a digital set of Florida Energy Efficiency forms R402 and R405. Front sheet shall contain the digital signature of the person who performed the calculations and the digital signature of the owner/agent
- Provide a digital set of load calculations (Manual “J”) obtained from Mechanical Contractor

Floor Plan Requirements (Items to be included):

- Drawn to scale (min. 1/8” = 1’- 0”), providing sufficient clarity and detail to indicate nature and scope of work
- Size and arrangement of all rooms with intended use for each room
- All plumbing fixture locations
- One-bathroom door (29-inch clear opening) at first floor full bath per FBC Residential Code
- Room dimensions and ceiling heights
- Attic access (minimum 22” x 30”)
- Location of air handler
- Location of fireplace(s)
- All hazardous glazing locations identified or hazardous glazing notation per FBC Residential Code
- Location of all interior bearing walls and columns
- All header/lintel sizes, types, and locations
- Provide door and window schedule
- Garage to habitable space separation noted
- Appliances in attic must indicate air handler location per FBC Mechanical Code
- Location of shear walls
- Total square footage of each floor, living area, covered porch, entry, lanai, garage
- Egress: emergency window size/location and stair details
- Electrical: smoke alarms/carbon monoxide detector locations
- Product approval table to include product manufacturer, category, subcategory, approval number and expiration date

Exterior Building Elevation Requirements (items to be included):

- Windows, doors, roof slopes, exterior materials, final grade line and chimneys
- Roof overhangs, attic ventilation and fire resistance rating (if applicable)
- Porch guardrails and stair details. Manufacturer installation instructions for spiral staircases
- Show height of structure from proposed finished grade to the highest point of the structure
- Termite protection notes per FBC Residential Code



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Structural Design Criteria Requirements (items to be included):

- In order to determine if the building or structure is located in a windborne debris area that requires additional protection of all openings (windows, doors, skylights, etc.), the building or structure's Risk Category (I, II, III or IV) and design wind speed of 140mph or greater must first be determined
- Building codes under which project was designed
- Wind speed 3 sec gusts or fastest mile speed in mph
- Roof live/dead loads
- Floor live/dead loads
- Wind importance factor and building category
- Internal pressure coefficient
- Components and cladding references which include the design wind pressure in PSF to be used for the design of the exterior, and component and cladding materials along with the exposure type per FBC Residential Code

Foundation Plan Requirements (items to be included):

- Interior and exterior footing size, reinforcement, minimum concrete strength in psi, lap splice
- Slab thickness, minimum concrete strength in psi, vapor barrier, clean compacted fill under foundation or slab, soil termite treatment notation
- Column pad sizes and reinforcement

Floor, Roof Framing Plans or Truss Layout Requirements (items to be included):

- Size, direction, span, spacing, and connection of floor/roof structural members
- Floor/roof sheathing and thickness
- Crawl space construction and ventilation per FBC Residential Code
- Nailing schedule for wall, floor and roof sheathing per FBC Residential Code

Exterior Wall and Interior Wall Sections Including Walls Between Units in Two Family Construction (items to be included):

- Plan details illustrate a continuous load path from the foundation to the roof structure
- Manufacturer and model number of all required connectors are specified on the plans
- Masonry wall thickness
- Foundation depth below finished grade
- Floor, ceiling and wall insulation R-values on plans
- Interior and exterior finish shown on plans
- Wood to earth clearance dimensioned
- Interior bearing wall detail
- Dwelling unit separation detail for two family dwelling/townhouse

Structural Detail Requirements (items to be included):

- New to existing connection details for additions



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- Masonry fireplace and chimney detail, including manufacturer installation instructions
- Lintel and header details/schedule
- Size, grade and species of all structural lumber
- Gable end bracing detail

Special Design Review Requirements

Verify the applicable zoning district, flood hazard areas and Base Flood Elevation(s) (BFEs) using [GIS Map Viewer](#) and [FEMA Flood Map Service Center \(MSC\)](#). The Map Viewer provides parcel detail to determine what government regulations and services are applicable to the parcel. While the MSC is the official public source for flood hazard information produced in support of the National Flood Insurance Program (NFIP). Parcel details can also be obtained from the [Hillsborough County Property Appraiser](#) website.

Zoning

Unincorporated Hillsborough County has two (2) types of zoning districts, a standard zoning district and a Planned Development zoning district. Parcels located within a Community Planned Development (or Special Overlay District) area; these areas require additional architectural design review that govern the development per applicable code requirements.

All proposed projects located within Planned Development (PD) zoning districts must clearly demonstrate compliance with the criteria established within the conditions of approval, subdivision construction grading plan and must be consistent with the goals, policies and objectives contained within the Comprehensive Plan.

Special Flood Hazard Area (SFHA)

All properties located within the Special Flood Hazard Area (SFHA) shall have full compliance with the requirements of the Hillsborough County Construction Code, Hillsborough County Land Development Code, ASCE 24, the Florida Building Code and all other applicable laws and regulations that govern the standards set forth within the National Flood Insurance Program; most restrictive shall apply.

If the property is located within a Coastal High Hazard Areas (Zone V) and Coastal A Zones or areas known to have muck soils, highly organic suspect soils, or where there is erosion, scour or settling of underlying soils on the property; more information may be required to ensure the project meets the applicable code requirements for all development within these areas.

Note: A soils and foundation analysis (geotechnical report) may be required to be provided by a Florida Registered Engineer that shows supporting information and a recommendation for the foundation design of the proposed structure.

Elevated Structures Within the SFHA

All enclosures (including an elevator shaft, a garage, or a crawlspace) of Areas Below Elevated Structures must be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Hydrostatic Flood Vents and flood resistant materials must be installed in compliance as per applicable code.

The total number of openings and the adequacy of the net open area of the openings depend on the type of opening and whether Engineered or Nonengineered openings are installed.

The following criteria must be met to satisfy the proper openings (hydrostatic flood vent) requirement:

- Every enclosed area is required to have a minimum of two flood openings of the exterior walls. Flood openings should be installed in at least two sides of each enclosed area, having a total net area of not less than 1 square inch for every square foot of enclosed area.
- The bottom of each flood opening must be positioned no higher than 1 foot above the highest interior or exterior adjacent grade below each opening.



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- When multiple enclosed areas are present, each area must have openings in its exterior walls. In some situations, openings in interior walls or partitions may be required to ensure that floodwater can reach all enclosed areas and minimize unbalanced hydrostatic loads on interior and exterior walls. When openings are used in interior walls, the total number of openings and their net open area should be based on the size of the enclosed area, but openings in interior walls are not counted toward the required total opening requirement based on the exterior measurement of the enclosed area.
- Plans must reflect flood vents and flood resistant materials that will need to be installed in compliance as per applicable code. Area Calculations for flood opening; including the location / placement for the openings; the total square feet of the enclosed area below base flood elevation, the number of square inches required, and the number of square inches supplied.
- Engineered flood openings (Smart Vent, Flood Flaps, etc.) must be designed and certified by a registered design professional for a specific building and site-specific conditions; Provide the Florida Product Approvals and the ICC-ES Evaluation Reports that are provided by the International Code Council's Evaluation Service (ICC-ES).
- Nonengineered openings require design detail to be shown on plans (turned block, weep holes, etc.)

Construction Within the Regulatory Floodway

When floodways are designated within the SFHA on the Flood Insurance Rate Map or within the Flood Insurance Study, additional criteria will be met. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, notwithstanding any of the above, the following provisions shall apply:

- Any encroachment or placement of an obstruction is prohibited, including fill, any new construction, substantial improvements (includes replacement of an existing manufactured home, unless it is a DCA Certified modular home), mounded septic systems, docks, and other development unless it has been demonstrated through a no-impact analysis (hydrologic and hydraulic analyses that are also referred to as a No Rise Impact Analysis) with supporting technical data submitted by a State of Florida Registered Engineer demonstrating that the proposed encroachment shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Background and analyses details shall be provided pursuant to the Federal Emergency Management Agency bulletins provided for said process. All new construction shall comply with all applicable flood hazard reduction provisions per the HC-LDC and those within the HCCC.
- The placement, or replacement, of any manufactured home, except in a pre-FIRM manufactured home park or subdivision that has not had a manufactured home flooded, is prohibited within the designated floodway.

Substantial Improvement or Damage to Existing Structures

[Substantial Improvement Worksheets](#) are required for all projects within the SFHA and shall comply with all applicable flood hazard reduction provisions; any alteration, repair, addition, reconstruction or improvements to a building shall have a Substantial Improvement Worksheet completed and uploaded with construction plans for review and recording with the permit application.

Substantial improvement (SI); as defined in Title 44 of the Code of Federal Regulations § 59.1, means any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed.

Substantial damage (SD); as defined in Title 44 of the Code of Federal Regulations § 59.1, means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

If the cost of improvement equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement, the project will be deemed a substantial improvement; then the existing structure must be evaluated



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to determine if the structure must be brought into compliance with all applicable laws and regulations for floodplain management and building code requirements.

The cost of any previous work (during a 12-month period following the date of final inspection) shall also be added to the cost of the improvement, to include overhead and profit.

Note: A final Elevation Certificate on the current FEMA form will be required to be uploaded prior to project completion or Certificate of Occupancy for all development within the SFHAs.

Model Dwelling Units

All Model Home development must meet the criteria pursuant to the HC-LDC Section(s) [6.11.62](#) and [10.01.05.C.8](#).

Provide all items specified above to address construction lots for model dwelling units and parking.

Provide ONE of the following:

- Alternate parking lot plan designed by a professional engineer or surveyor, OR
- Model home center parking lot site plan approval letter; OR
- Parking plan per the Transportation Technical Manual TD-19. Plan must include the lot with the parking layout and the ADA access from the parking lot to the model home.

Additional Resources

For Building and Construction Services assistance, please contact Permitting@HCFLGov.net

For Zoning assistance, please contact ZoningHelp@HCFLGov.net

For the Natural Resource Department, please contact NaturalResources@HCFLGov.net

For a right of way (ROW) access use permit, please contact ROWPermits@HCFLGov.net