



Permit Information

The City of Belleair Bluffs contracts with Pinellas County for permitting and inspections. To obtain a Pinellas County Building Permit and Inspection, you must obtain a City of Belleair Bluffs Pre-Permit.

Permits can be submitted via email to admin@belleairbluffs-fl.gov

Requirements for completion of the Pre-Approval Letter:

- Driver's License
- PCCLB License
- Homeowners Affidavit (*if necessary*)
- Site plans or drawings (*if necessary*)
- Impervious Worksheet (*if necessary*)
- Current Survey (*if necessary*)
- NPDES Application and Inspection Fee (*if necessary*)

Construction plans shall include the following:

1. Average Existing Property Grade Level.
Defined as the ground level of the area encompassed by the footprint of the structure, as determined by the highest point added to the lowest point divided by two. Measurements shall be made prior to any fill or re-grading of the property.
2. Building Height (Show Graphically).
Measured from Average Existing Property Grade Level to the top ridge or uppermost part of the roof, excluding the chimney and other projections of ornamental nature.
3. Front, Side, and Rear Yard Building Setbacks.
4. For Non-Residential Development, show the existing and proposed Floor Area Ratio (FAR) and Impervious Surface Ratio (ISR).

PINELLAS COUNTY RESOURCES

Building Department – 727-464-3888

Construction Licensing Board – 727-582-3100

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

FREQUENTLY ASKED QUESTIONS

1. What paperwork is required to obtain a Pre-Approval Letter?
A completed Pre-Permit application, copy of Driver's License, copy of valid PCCLB, and any site plans or architectural drawings. Some permits may require additional documentation.
2. Can I pull my own permit? What work can I do as an owner?
The City of Belleair Bluffs and Pinellas County require a permit for any new building, addition, remodeling, or demolition, or work more than \$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.
3. Do I need a permit for a fence?
Yes. A permit is required for fence replacement or any repair of existing fences exceeding 50% or more of the value of the existing fence. (Article XIX. Fences). A survey is required showing where the fence is being installed.
4. Do I need a permit for a driveway?
Yes. A right-of-way permit is required for any new or extension of a driveway. You must comply with all land use and environmental regulations. In addition, an impervious worksheet, current survey, and completed NPDES form are required.
5. Do I need a permit for an above-ground pool?
Yes.
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 premises throughout the job.



OFFICIAL USE	Initial	Date
RECEIVED		
COBB Permit #		
ISR %		

PRE-PERMIT LETTER

Contractor Providing the Work: _____
Point of Contact Name, Telephone # and Email address

Property Owner Contact Information: _____
Owner Name, Telephone # and Email address

BUILDING	PLUMBING	ELECTRICAL	MECHANICAL	ROOFING	FENCE	SIGN	OTHER
<u>SCOPE OF WORK (include FL#'s or Product Codes):</u>							

- ☐ Include Plans or Architectural Drawings to scale and survey if applicable.
- ☐ For Non-Residential Development, show the existing and proposed Floor Area Ratio (FAR) and Impervious Surface Ratio (ISR)

Projected Cost: _____		Land Use: _____		Parcel ID: _____	
Site Address: _____					
Bldg. Setbacks:		Side Yard: _____		Rear Yard: _____	
				Front Yard: _____	
Bldg. Height _____		From Avg Existing Grade -Show Graphically _____		Flood Zone: <u> X </u>	
ISR: _____		% BFE: _____		DFE: _____	
<u>Sub-Contractors</u> **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 Dept. for appropriate permits. It is the responsibility of the contractor to call the PC building department for all necessary inspections.

ALL CONTRACTORS CONTACT **WASTE MANAGEMENT OF FLORIDA, INC. 727-572-8779** TO MAKE ARRANGEMENTS FOR DUMPSTERS OVER **10 YARDS**. ALL OTHERS MUST BE REMOVED EACH NIGHT. (SEC. 130.3)
ALL CONTRACTORS MUST ABIDE BY **NPDES REGULATIONS** (B.B. ORDINANCES SEC. 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 <i>(Contractor or Homeowner)</i>	Date	Signed <i>(City Representative)</i>	Date
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**CITY OF
BELLEAIR BLUFFS**
2747 Sunset Blvd.
Belleair Bluffs, Florida 33770
Phone: (727) 584-2151

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.

JOB SITE ADDRESS _____

Property owner's _____

Signature _____

Property owner's _____

Printed Name _____

Identification: _____



REGISTRATION OF LICENSE CITY OF BELLEAIR BLUFFS

2747 Sunset Blvd.
Belleair Bluffs, Florida 33770
Phone: 727-584-2151, Press #2
ADMIN@BELLEAIRBLUFFS-FL.GOV

Belleair Bluffs Code of Ordinances, Chapter 118-9. Registration for Licenses.

Any person not maintaining a permanent business location or branch office within the municipality may engage in the activities of a business, occupation or profession within the city after registration with the City Clerk and the submission of evidence of a current business tax receipt from another municipality or county of the state and the **payment of an administration fee of \$10 made payable to the City of Belleair Bluffs.**

The following registration is hereby submitted:

X Application is for registration of business located outside the City of Belleair Bluffs

Name of Business _____ Phone # _____

Type of Business, Profession or Occupation _____

Address of Business _____ City _____ Zip _____

Mailing Address (if different) _____

Owner Name _____ Phone # _____

Owner Address _____ City _____ Zip _____

FED. ID # _____ **or SOCIAL SECURITY #** _____

The City of Belleair Bluffs collects your Social Security Number for the following purposes: identification and verification; credit worthiness; billing and payment; data collection, reconciliation, tracking benefit processing and tax reporting. Social Security Numbers are also used as a unique numeric identifier and may be used for such purposes. 1-22-2008.

CONTRACTORS AND SUBCONTRACTORS MUST PRESENT CURRENT FLORIDA STATE CONSTRUCTION LICENSE OR EQUIVALENT LICENSE.

TYPE OF LICENSE:

County/City _____ License, Regis. Or Cert. Number _____

AFFIDAVIT: I have read the foregoing and certify the information contained herein is correct to the best of my knowledge and belief.

Signature of applicant: _____ Date _____

\$10.00 Administration Fee _____

State License _____

Occupational License _____



CITY OF BELLEAIR BLUFFS

2747 Sunset Blvd.
Belleair Bluffs, Florida 33770
(727) 584-2151

IMPERVIOUS SURFACE RATIO (ISR) WORKSHEET

IMPERVIOUS SURFACE: Any building, surface, concrete, pool, wet retention/detention areas, pavement or surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, semi-impervious surfaces such as compacted clay, as well as most conventionally surfaced streets, roofs, sidewalks, parking lots, and other similar structures.

IMPERVIOUS SURFACE RATIO (ISR): The ISR shall be calculated by dividing the total impervious surface area by the total area of the proposed development site or project. Alternative porous paving with a 10% or greater permeability shall not count as ISR coverage.

PERMEABLE PAVERS WITH 10% OR GREATER PERMEABILITY SHALL BE LIMITED TO 15% OF LOT COVERAGE IN LOW AND MEDIUM DENSITY LAND USE DISTRICTS (SEE #8 BELOW).

Site Address _____ Lot Area _____ square feet

Impervious Surfaces:

- | | |
|--|-------------------|
| 1. Building footprint | _____ square feet |
| 2. Parking & driveway areas | _____ square feet |
| 3. Access easements | _____ square feet |
| 4. Walkways | _____ square feet |
| 5. Pools and decks | _____ square feet |
| 6. Other (screen rooms, patios, porches, etc.) | _____ square feet |
| 7. Equipment and air-conditioning pads | _____ square feet |
| 8. Permeable pavers > 10% permeability | _____ square feet |

Total Impervious Surfaces:

_____ ÷ _____ = _____
Total Impervious Surfaces Lot Area Impervious Surface Ratio %

I _____ (signature) certify that the calculations submitted above for the impervious surface ratio calculations are accurate and complete.

Name _____ Date _____

Address _____ Phone _____

Email address _____



Pre-Construction NPDES Application

The following application is required for the purposes of pre-construction in order to satisfy compliance with the City of Belleair Bluffs city ordinances Sec. 133-4 and 133-5 as it relates to National Pollutant Discharge Elimination System (NPDES). A copy of the site plan indicating the location and type of barriers to be used for sediment control must accompany this application. These erosion control barriers include many different options such as high-quality woven and nonwoven geotextiles, straw blankets, coir mats, wattles, and logs. These materials are designed to protect the soil, reduce erosion, and support sustainable land restoration.

Applicant name _____

Address _____

City, State, Zip Code _____

Contact _____

Person/Phone _____

Site Location _____

Type of Work _____

FEE PAID **\$10.00** Receipt # _____

Note: All Applicants must **submit a \$10.00 plan review and inspection fee**. The inspection fee covers the initial on-site compliance inspection. **All sites that fail inspection are subject to a \$25.00 re-inspection fee for non-compliance for the duration of the project.** Inspections are made on a weekly basis and post rain events. My signature below indicates that I understand and agree to comply with all the regulations referencing NPDES regulations during the project.

Signature _____ Date _____

OFFICIAL USE ONLY		COBB PERMIT NUMBER:	
Site Plan Reviewed by _____			
NPDES Construction Brochure Provided	Yes _____ No _____		
Erosion Control required	Yes _____ No _____		
Storm water inlet protection required	Yes _____ No _____		
Pre-Inspection Performed by _____		Date _____	
Compliant: Yes _____ No _____		Findings: _____	
During Inspection Performed by _____		Date _____	
Compliant: Yes _____ No _____		Findings: _____	
Post Inspection Performed by _____		Date _____	
Compliant: Yes _____ No _____		Findings: _____	

Pinellas County stormwater regulations

City of Belleair Bluff's stormwater ordinance, Article XV, Chapter 1 and Chapter 133 are intended to protect the water quality and natural habitat of creeks, lakes and marine waters that receive discharge from our drainage system. The ordinance states that any discharge to the drainage system or to a waterway that is not composed entirely of stormwater is prohibited. This means that pollutants of any kind, including leaves, grass clippings, tree trimmings and other yard waste may **not enter the street, stormdrain or gutter**. Violators of the stormwater ordinance may be fined up to \$500 per day, and payment for cleanup costs may be required.

Only rain down the drain!

This brochure is one of a series describing urban pollution prevention measures. To request additional brochures, please contact Pinellas County Environmental Management at (727) 464-4425.

For more information

on what YOU can do to keep our waterways clean, our watersheds healthy or to report pollution, call the **Watershed Management Hotline** at **(727) 464-4425** or email us at watershed@pinellascounty.org.



*Working Together to
Protect Our Watershed!*



Report concerns within City of Belleair Bluffs to
(727) 584-2151 or visit: www.belleairbluffs.org



Pinellas County Public Works, Watershed Management
(727) 464-4425
www.pinellascounty.org/environment

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**Pool Construction
& Maintenance**
Best Management Practices



Let's Make it
Clear

Pool Construction and Maintenance best practices



Best management practices or BMPs are procedures that should be used to prevent pollutants, such as contaminated wash water and construction materials from entering our stormdrains and polluting our waterways:

- Before draining, ensure pool water contains 0.01 mg/L of chlorine or less.
- Drain water to vegetated areas such as lawns or gardens. Ensure this does not cause erosion.
- Particulate filter material, such as diatomaceous earth, must be disposed of in a dumpster or other approved receptacle.

- During pool construction, observe all standard construction best management practices. These include protecting storm inlets on and offsite with appropriate protection devices.
- Do not store construction materials (sand, gravel, etc.) in the road. Keep all materials within the construction site properly.
- Have a concrete equipment washout area at construction sites where masonry or concrete waste can harden.



- If an equipment leak occurs, make sure the leak is repaired as soon as possible. Use an absorbent material, such as clay or kitty litter, to collect the free product and dispose of the absorbed materials in the trash. Utilize a drip pan to collect any leaking fluids, and recycle or dispose of the fluids properly. Train all personnel in proper procedures to avoid and clean up spills.

Pollution prevention is up to you!

Streets and stormdrains are part of the drainage system which protects developed areas from flooding. Everything that enters the streets and stormdrains flows directly into waterways without treatment and can cause pollution. Disposing of pool construction or maintenance discharge materials in the street or stormdrain is **prohibited by law.**

Who can you contact?

To report illegal dumping or for more information, call (727) 464-4425, M-F, 8 a.m. to 5 p.m. For questions on waste disposal, contact Pinellas County Solid Waste at (727) 464-7500. For 24 hour voicemail (non-emergency spills only), call (727) 464-5060.



Watershed
where we **LiveWorkPlay**



Pinellas County stormwater regulations

Pinellas County's stormwater ordinance, Article VI, Chapter 58, is intended to protect the water quality and natural habitat of creeks, lakes and marine waters that receive discharge from our drainage system. The ordinance states that any discharge to the drainage system or to a waterway that is not composed entirely of stormwater is prohibited. This means that pollutants of any kind, including contaminated wash water, detergents, and construction materials may **not enter the street, stormdrain or gutter**. Violators of the stormwater ordinance may be fined up to \$10,000 per day, and payment for cleanup costs may be required.

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Pinellas County Public Works

Environmental Management
(727) 464-4425

www.pinellascounty.org/environment



Best Management Practices for Power Washing



The Better Way to
Wash

Power washing best practices



Best Management Practices or BMPs are procedures that should be used to prevent pollutants, such as contaminated wash water, from entering our stormdrains and polluting our waterways.

- Use dry cleanup methods - mops, brooms, rags or wire brushes to clean pavement, buildings and equipment as much as possible before pressure washing. Then use vacuums or other machines to remove and collect loose debris before applying water.
- Prior to washing, protect all stormdrains and create a containment area with berms, rubber mats and tarps or take advantage of low ground to keep wash water contained. Make sure this practice does not flood the area or affect vehicle or pedestrian traffic. Pump or vacuum up all wash water in the contained area.
- **Never** dispose of wash water into the street, stormdrains, drainage ditches or streams.
- Use phosphate free detergents.

- Wash vehicles and equipment on grassy or gravel areas so that the wash water can seep into the ground.
- Minimize water use by using high-pressure, low volume nozzles.
- With the property owner's permission, pump or pour the wash water to landscaped areas that will not run off to a stormdrain. Otherwise, drain it to the sanitary sewer through an interior building drain, sink or private sewer clean-out. Discharges to sewers should not contain hazardous materials, grease, grit or any material that could clog piping.



- The remaining sediments should be swept or vacuumed up.
- Do not wash equipment or vehicles outdoors on days when rain is probable.

A word about 'biodegradable' soaps

'Biodegradable' is a popular marketing term that can be misleading. Because a product is labeled as biodegradable doesn't mean that it is non-toxic. Some products are more toxic than others, but none are harmless to aquatic life. Soapy water entering the stormdrain system can impact fish and other wildlife within hours.

Power washing and the ecosystem

Power washing is any activity that uses a water pressure system, including steam cleaning, to clean vehicles, equipment, sidewalks, buildings, dumpsters or other impervious surfaces. In addition to water, detergents, degreasers and other products may be used in commercial power washing.

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Best Management Practices for Restaurants



The Pollution Solution

Restaurant best practices



Best Management Practices or BMPs are procedures that should be used to prevent pollutants, such as contaminated wash water, cleaning materials, grease and food debris from entering our stormdrains and polluting our waterways:

Don't: Pour grease or oil into a sink, floor drain, sink drain, stormdrain or dumpster.

Do: All wastewater containing oil and grease must be disposed of in a grease trap or interceptor. Concentrated waste oil and grease must be collected in a grease bin and disposed of by a certified waste hauler.

Don't: Pour wash water outside or into a street gutter or stormdrain. This includes all mop water from cleaning floors, wash water from cleaning equipment, floor mats, grills and garbage cans.

Do: If your restaurant does not have a mop-sink that is connected to a sanitary sewer or an outdoor wash area that is plumbed to a sanitary sewer,

dedicate an area where there is a drain that is plumbed to a sanitary sewer to dispose of your wastewater.

Don't: Use your hose to clean outdoor areas. These areas can include drive-throughs, parking lots, outdoor eating areas and dumpster areas.

Do: Dry sweeping and using dry methods for spills are BMPs. Rags or absorbent materials can be used to pick up liquids or grease. Sweep it, seal it and dispose of it in the trash!



Don't: Wash down a dumpster or a grease bin with a hose.

Do: Always contact the leasing company when dumpster repair or cleaning is due. Additionally, check the dumpster regularly for leaks, keep lids closed and ensure that your dumpster has a drain plug that is properly functional and securely sealed.

Streets and stormdrains are part of the drainage system which protects developed areas from flooding. Everything that enters the streets and stormdrains flows directly into waterways without treatment and causes pollution.

Why is this so important?

When restaurants do not control their waste products and materials, they enter our stormdrains which can lead to waterways and developed areas flooded with grease, oil and other toxins. Small steps help the big picture. Each of us can do the small things to help keep our water clean and that adds up to the pollution solution!

Who can you contact?

To report illegal dumping, or for more information, call (727) 464-4425, M-F, 8 a.m. to 5 p.m. For questions on waste disposal, contact Pinellas County Solid Waste at (727) 464-7500. For 24 hour voicemail (non-emergency spills only), call (727) 464-5060.



Watershed
where we **LiveWorkPlay**



a **watershed**

is an **area of land** that water flows across as it moves **toward** a common **body of water** – like Lake Tarpon, Brooker Creek, Cross Bayou or the Gulf of Mexico.

On any given day in Pinellas County, it can rain. The rain water trickles off your roof, runs through your lawn and down the driveway to the street. It moves along the gutter to a storm drain, runs through underground pipes to a neighborhood pond or stream, then along larger drainage pipes into larger canals and waterways until it eventually washes into the open waters of Tampa Bay or the Gulf of Mexico. And any trash, yard waste, pet waste or pesticides goes right along with it. This all happens in **our watershed**.

It's the Law

The City of Belleair Bluff's code prohibits the dumping of any waste, including chemicals, oil, sewage, trash and yard waste, into the street, storm sewer system or into any water body in the county. Fines of up to \$500 per violation plus clean-up costs can be levied against any perpetrator.

For more information

on what YOU can do to keep our waterways clean, our watersheds healthy or to report pollution, call the **Environmental Management Hotline** at **(727) 464-4425** or email watershed@pinellascounty.org

Working Together to Protect Our Watershed!



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Watershed

Where we **LiveWorkPlay**



Make a difference!

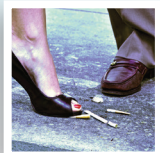
Only rain
down the drain



We all live in a **watershed** and everything we do can affect the health and well-being of our **surrounding water bodies and natural floodplain areas**. **What you do** in and around your home and in your community **impacts our watershed**. We all share the responsibility so we can all make **simple changes** to help **prevent pollution** and promote a **healthy watershed** for all of us. **Only rain down the drain!** Keep debris and trash **out of the streets, streams and ditches** to prevent flooding and pollution.



Business waste can easily be forgotten. To prevent waste from overflowing, keep the dumpster lid closed, the drains plugged and have it emptied regularly. *Put trash in the dumpster!*



Discarded cigarette butts, the most frequently littered item, can travel along our streets, make their way into storm drains and can eventually end up at our beaches along the Gulf. This type of litter is also a hazard to birds and other wildlife. *Toss butts in the ashtray!*



Litter is a year-round problem. Trash left to pile up or thrown out the car window can cause unwanted storm drain blockages that may result in flooding. Prevent litter. *Put trash in the can!*



Pet waste left on the ground can wash into nearby water bodies spreading bacteria and diseases. Pet waste can create serious health concerns. *Pick up after your pets!*



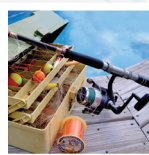
Grass clippings from a freshly mowed lawn are a problem when they leave the yard. Clippings can clog storm drains as well as deliver hazardous fertilizers and pesticides to nearby water bodies causing algae blooms and fish kills. *Keep lawn clippings on the grass ... bag or mulch it!*



A fun day outside usually calls for a healthy snack. Make sure everyone can enjoy the beauty around us by keeping snack bags and other trash out of the waterways. *Put snack bags in the trash!*



Plastic drink bottles are convenient, but not when they're on the ground. Don't create unsightly litter—recycle plastic! Learn how and where at www.pinellascounty.org/recycle. *Toss plastic in the recycle bin!*



Discarded fishing line creates a serious threat to our aquatic life and coastal birds. It's the #1 cause of injury to aquatic animals like sea turtles and manatees. Don't leave used fishing line hanging around. *Throw it in the tackle box!*



Never dump oil on the ground or down storm drains. Oil is toxic to plants and animals and can seep into groundwater used for drinking. Dispose of oil properly. Visit www.pinellascounty.org/solidwaste/oil.htm to find out how. *Keep oil in the can!*