

Policies and Procedures For Submitting Permit Applications by Email

Email applications will be processed only for permits that are typically issued “over-the-counter” and that do not require zoning review or plan review. Plans for review will not be accepted electronically. If the proposed work requires plans to be reviewed they will need to be submitted in person along with all other required submittals within one (1) business day of the permit application being emailed.

Prior to being able to submit applications by email the following requirements must be met:

- Contractor must be registered with the City of Temple Terrace
- Contractor status must be active and up to date
- Contractor must have a Contractor Email Authorization on file
- Applicant must be listed as an Authorized Agent with the City of Temple Terrace

Submission by email does not constitute approval or authorization to begin work.

Work started prior to the issuance and posting of a permit will result in a Work Without Permit fine of \$350.

To submit by email:

- Complete and print the appropriate permit application
- Initial and sign the application
- Scan as a .pdf file
- Email to PermitApplication@templeterrace.com

Applications sent to any other email address WILL NOT BE PROCESSED.

If your application is incomplete we will not be able to process it. You will be notified by email of what information is needed in order to process the application. You will be required to amend the application and re-submit.

When your completed application is received you will be notified by email that it is being processed, we will do our best to process all complete applications as quickly as possible.

When the permit has been processed and is ready for payment you will be notified by email. You will be required to pay all fees due within one (1) business day. Fees not paid in a timely manner will result in the permit being revoked and your permitting privileges being suspended.

When payment is made we will email you the permit and inspection sheet. You will be required to print these 2 items and have them posted at the job site prior to commencing work. Not posting the permit may result in delays for your project and/or re-inspection fees.