



# Virtual Integration Program (VIP) *Plans on File (POF)* *Certified Site Review (CSR)*

Hillsborough County Development Services offers the following fast track permitting options of Residential Plan Review and Site Review by County Staff:

## **OPTION 1: PLANS ON FILE (POF)**

Plans on File (POF) provides the alternative of submitting construction plans for single-family residences. This option includes pre-approval when a single design or house model is anticipated to be used on multiple parcels of land. After the plans have been approved, they will be required to be attached to the record to include the following requirements:

### **MASTER POF RECORD SUBMISSION REQUIREMENTS**

- Digitally signed and sealed engineered plans. Refer to [Digital Signature Guidelines](#).
- Plans must indicate area calculation tables for all available combination options.
- Plan sets are to be designed to both 140 MPH AND 145 MPH windspeed zones and must be clearly indicated as such.
- Digitally signed and sealed letter from the engineer of record authorizing the licensed contractor to place the specific engineered plans for use as Plans on File with Hillsborough County. The plans submitted will be valid for the entirety of the current code cycle.
- Provide a PDF list of all approved structural options.
- All required documents must be uploaded to [HillsGovHub](#). A [user guide](#) is available for assistance with creating a building application. Only one copy is required for digital submissions per Florida Statute 515.

### **MANAGING PREAPPROVED POF**

Required items to obtain an individual permit after a master plan set has been placed on file:

- Provide one copy of a digital Site Plan, single line drawing to scale showing property boundaries, lot dimensions, location of the proposed and any existing structures on the lot, along with the setbacks (distance) from the structures to the property boundary lines, street location and name. The site plan must also identify any easements, conservation, and/or wetlands areas and setbacks.
- Contractor signed Energy Calculations must be site-specific and provided on [Form R405, FBC 7th Edition \(2020\) - Energy Conservation](#)
- Provide the county approved options list with all selected options that apply to the proposed project.
- Paid sanitary sewer and/or water receipt if other than Hillsborough County Utilities or a copy of the septic system permit from Hillsborough County Health Department.
- A recorded certified copy of the [Notice of Commencement](#) in accordance with [Section 713.13 of the Florida Statutes](#) is required to be submitted prior to the first inspection.



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- The Master POF record ID number must be added in the Related Records field during submission of your individual POF permit. It is important to add the related record, so that reviewing staff has the Master POF you are using for your project. The [user guide](#) has detailed information on how to Relate Records.

If your project site has either of the following, more information may be required to ensure the project meets the applicable code requirements:

- Projects built on muck soils, highly organic suspect soils, or where there is erosion, scour or settling of underlying soils on the property.
- Projects where the property is located within Flood Zone A, AE Coastal, V and VE.

*Note:* Flood and Site Review will be performed by Hillsborough County.

## INSPECTIONS

The applicant must provide a copy of the approved master plan in the field for the inspectors.

## OPTION 2: CERTIFIED SITE REVIEW (CSR)

The Certified Site Review has replaced the Alternative Pilot Program. This fast track option will help expedite the permitting process for development that has had Subdivision and Final Plat approval.

## SUBMISSION REQUIREMENTS

- Complete Attestation of Acknowledgement of program in HillsGovHub under Attestations.
- Signed and sealed site plan prepared by a Florida licensed professional surveyor, engineer or architect attesting to compliance with the approved subdivision construction documents and the Hillsborough County Land Use Code, as applicable.
- Copy of the Blanket Natural Resource (LAL-NR) permit.
- All required documents must be uploaded to [HillsGovHub](#). A [user guide](#) is available for assistance with creating a building application.

If your project site has either of the following, more information may be required to ensure the project meets the applicable code requirements:

- Projects built on muck soils, highly organic suspect soils, or where there is erosion, scour or settling of underlying soils on the property.
- Projects where the property is in located within Flood Zone A, AE Coastal, V and VE.

*Note:* Flood and Building Review will be performed by Hillsborough County.

## INSPECTIONS

The applicant must provide a copy of the certified site plan in the field for inspections.



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## OPTION 3: PLANS ON FILE AND CERTIFIED SITE REVIEW

The quickest turn around and our true VIP Service for new SFR application review, is to combine our POF and CSR services into one application.

### SUBMISSION REQUIREMENTS

- All submission requirements as indicated above for Options 1 (POF) and 2 (CSR).
- All required documents must be uploaded to [HillsGovHub](#). A [user guide](#) is available for assistance with creating a building application.

*Note:* Flood Review will be performed by Hillsborough County.

Impact or Mobility fees that are assessed must be paid prior to issuance of a Certificate of Occupancy.

### APPLY ON [HillsGovHub](#)

When submitting your application, under Plan Options, choose Standard, POF, CSR, or VIP.

