

New Sub-Contractor Form

The BDRS Building Division is beginning use of a new Sub-Contractor List for all multi-trade permits.

Use of the new form will phase in until December 15th to allow for contractor notification and the depletion of the previous Installation List forms.

The new form is available in our office and by following this link:

http://www.pinellascounty.org/build/pdf/subcontractor_form.pdf.

To assist in the transition to the new form we have listed the most asked questions by new users of the new form. They will provide you the answers to most of the questions you may have.

If you have any questions or require assistance in using the new form, call our office @ 727-464-3888 or e-mail building@pinellascounty.org.

Frequently Asked Questions

Q Why change now, we've been sending Installation List Forms for years?

A BDRS is streamlining our business practices with a particular focus on paperwork reduction and reducing staff time. This one form will effectively eliminate the six former Installation List Forms and the requirement of six different contractors sending them in and our staff handling forms six times.

Q What is the big change?

A The biggest change is that the form will be filled out and submitted by the primary contractor only. The primary contractor is the contractor that is issued the permit. They will submit the list of all subcontractors.

Q So sub-contractors will never have to submit forms again?

A Sub-contractors will only have to submit a form if there is specific information required from them such as equipment model numbers, gas appliance information, etc. that the primary contractor does not have when they submit the form.

Q What happens if I don't know all of the sub-contractors at the time I fill out the form?

A You may fill out the form any time prior to a sub-contractor requesting an inspection. We ask that you give as much information as possible when you first submit the form. If you don't know a sub-contractor you may send another form at a later time. In the case of multiple sub-contractors for a trade you may also submit additional forms.

Q How do I submit the form?

A Instructions and submission methods are in the lower left corner of the form. We have placed it as a fillable form on our webpage at the link listed above. There you can type in the information, print it and fax to our office. You are also able to print a blank form to fill in by hand and fax, or you may also e-mail the form to building@pinellascounty.org.

Q Does the Primary Contractor have to call in all of the sub-contractor inspections now?

A No, as before all contractors will request their own inspections using either the telephone or on-line methods. All contractors have personal User ID numbers and PIN numbers connected to their license number and those are necessary when scheduling inspections.

Q Why couldn't the sub-contractors just send in the form themselves?

A The form will only be accepted from the primary contractor or an authorized agent listed on a notarized letter in our files. The purpose of a single form is to reduce paperwork and staff time for both contractors and BDRS.

Q What happens if I submit a sub-contractor and decide to replace them?

A Just like before, you will have to submit a Change of Contractor which has a fee required and submit the new contractor's information on Sub-Contractor List.

Q This form is for General and Building Contractors only, right?

A No. It is to be submitted by all primary contractors.

- If you have been issued a permit that has more than one trade (Sub-Contractors) you will be responsible to list those contractors and send the form in before they will be able to request inspections.
- Also, if there is additional information such as Air Conditioning model numbers, appliance/equipment lists, Fuel Gas information, may be submitted by the Sub-Contractor.

Q Will I have to submit the Sub-Contractor List before my permit is issued?

A No. Unlike some neighboring municipalities the Sub-Contractor List is not required as a condition for issuing a permit.

- One exception is that on air conditioning system change out permits whether obtained in our office, by fax, or on-line the equipment model numbers must be entered in the work description. When the equipment numbers are not submitted at the time of permitting, the permit will be issued "On Hold." The work will be allowed to proceed, however inspection requests will not be available until the information is submitted.