

New School Plant Inspection Request Instructions

Follow the steps below to request a new school inspection by the Department of Health (DOH) in Hillsborough County

1. Request a certificate of occupancy (CO) or certificate of completion (CC) from the jurisdictional building department. *Note: the CO or CC must state the building is for school use.*
2. Request an inspection from the jurisdictional fire department. *Note: inspection report must indicate the building was inspected as an educational facility (K-12th grade).*
3. Complete the application on page 2 of this document and send the completed application and supporting documents to Anirban.Chakraborti@flhealth.gov and Joby.Pullappally@flhealth.gov
4. Once the application is processed by DOH – in Hillsborough, you will receive an invoice to pay for the plan review (\$50.00). You can pay for the invoice by any of the following methods.
 - a. pay online at www.myfloridaehpermit.com
 - b. by calling (813) 307-8059
 - c. by mailing to the address on the invoice
5. Once the plan review process is complete, we will notify you whether the plans are approved or if additional information is required. If the plans are approved, we will send you an invoice for the inspection payment. You can pay for the invoice by any of the following methods.
 - a. pay online at www.myfloridaehpermit.com
 - b. by calling (813) 307-8059
 - c. by mailing to the address on the invoice
6. Once the invoice is paid, please contact Ani to schedule the inspection. Ani can be reached by calling (813) 559-4236 or email Anirban.Chakraborti@flhealth.gov

The following documents must be included with the application.

- CO/CC from the jurisdictional building department (must indicate approved for school use, kindergarten – 12th grade)
- Fire department inspection report (must indicate the building was inspected as a school (Kindergarten – 12th grade)
- Water/Sewer bill if applicable
- Septic/Well approval if applicable
- Site plan (include playground, septic tank and drain field (if applicable), shed, well (if applicable), and property boundary.)
- Floor plan (include classrooms, bathrooms (student & staff), water fountain, library, etc.)

Department of Health - Hillsborough County • Environmental Public Health

Mailing address: P.O. Box 5135, Tampa, FL 33675-5135

Office address: 1105 E. Kennedy Boulevard, Tampa, FL 33675-5135

Tel: (813) 307-8059 • Fax: (813) 272-7242

SCHOOL PLANT APPLICATION

NAME OF SCHOOL: _____

TYPE OF SCHOOL (Circle one): CHARTER or PRIVATE

DAYS of OPERATION: _____ HOURS of OPERATION: _____

ADDRESS: _____

CITY: _____ Zip: _____ PHONE: _____

OWNER
(Individual/Corporation): _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____

PRINCIPAL / PERSON IN CHARGE _____

EMAIL: _____

MAXIMUM CAPACITY: _____ NO INCREASE IN CAPACITY WITHOUT APPROVAL FROM THE DEPARTMENT.

FOOD SERVICE: ____ *Yes, ____ No
**If yes, a separate food service application and plan review is required.*

WATER: Municipal _____ Well _____ (Must be approved by DOH)
If Municipal include copy of the water bill

SEWER SYSTEM: Municipal _____ Septic _____ (Must be approved by DOH)
If Municipal include copy of water/sewer bill

WATER FOUNTAIN PROVIDED: Yes ____ No ____ NUMBER OF FOUNTAINS: _____

INFORMATION PROVIDED BY: _____ DATE: _____

PHONE: _____ EMAIL: _____

OFFICE USE ONLY

APPROVED: ____ YES ____ NO HEALTH OFFICIAL: _____

COMMENTS: _____

Last updated: 3/26/24