



City of Ft. Pierce
SITWORK PERMIT SUBMISSION CHECKLIST
Only complete submission packages will be accepted for review

A COMPLETE SUBMISSION WILL INCLUDE ALL OF THESE DOCUMENTS. IT SHALL INCLUDE 2 SET'S OF PAPER DOCUMENTS AND 5 CD'S

ITEM #	ITEM	COMMENTS
1	CD's must be labeled as shown.	a. Project Address: b. Project Name: c. Type of Project: New commercial, commercial Renovation, Commercial addition, New Multi-Family w/ #____Units, Multi-Family Renovation, Multi-Family Addition w/ #____Units d. Purpose of Submittal: site work, Plan Date or Revision Date e. Parcel Number
2	Label must be a typed label designed for use on a CD and properly applied.	
3	Plan pages must be saved to the disk to match plan page numbers.	
4	Items 5-10 must be saved to the CD as named above.	
5	Building Permit Application	Completed and Signed original and Copied on the CD's
6	Site Plan	As approved by the Planning and the City Commission's if their approval is required
8	Civil Engineering Drawings complete set	Must comply with the Engineering Department checklist. This checklist is available on the city website on the Engineering Departments permit page.
9	Landscape Drawings complete set	Must comply with the Engineering Department checklist. This checklist is available on the city website on the Engineering Departments permit page.
10	Irrigation Plans	Must comply with the Engineering Department checklist. This checklist is available on the city website on the Engineering Departments permit page.