



City of Ft. Pierce  
**and TWO FAMILY HOME BUILDING PERMIT SUBMISSION CHECKLIST**  
*Only complete submission packages will be accepted for review*

**A COMPLETE SUBMISSION WILL INCLUDE ALL OF THESE DOCUMENTS. IT SHALL INCLUDE 1 SET OF PAPER DOCUMENTS AND 5 CD'S**

ITEM #	ITEM	COMMENTS
1	CD's must be labeled as shown.	a. Project Address:
2	Label must be a typed label designed for use on a CD and properly applied.	b. Project Name:
3	Plan pages must be saved to the disk to match plan page numbers.	c. Type of Project: New commercial, commercial Renovation, Commercial addition, New Multi-Family w/ #____Units, Multi-Family Renovation, Multi-Family Addition w/ #____Units
4	Items 5-21 must be saved to the CD as named below.	d. Purpose of Submittal: Building Permit submittal, Revision submittal. e. Plan Date or Revision Date f. Parcel Number
5	Building Permit Application	Completed and Signed original and Copied on the CD's
6	Survey-Topographical grading plan	Showing proposed building
7	Building Construction Drawings	Complete Set Construction (Paper 24" x 36") with pages saved to match page numbers in PDF format on the CD's . <i>Cover Sheet of plans must conform to Building Plans Cover Sheet Requirements.</i>
8	Energy Calculations	
9	Manual J or N as design requires	
10	Product Approval for Windows	
11	Product Approval for Doors	
12	Product Approval for Roofing	
13	Truss Layout	
14	Truss Calculations	
15	Wind load Compliance	
16	Specification Manual	If applicable
17	Fire Stop Components cut sheets (Penetrations & Collars)	If Applicable