



City of Ft. Pierce COMMERCIAL BUILDING PERMIT CHECKLIST

When you submit your building permit application for a commercial project, you should use the following checklist to determine if your application submittal is complete.

Only completed applications will be accepted for processing.

ITEM	#	COMMENTS
Site Plan Approval	0	If the proposed construction exceeds 4,000 square feet. Contact the Planning and Zoning Department at (772) 460-2200, ext. 245 for additional information.
Building Application	1	One permit is required per building. – Specify which Code is being used.
Recorded Warranty Deed(<i>If applicable</i>)	1	If purchased within the last six months, the records may not be up-to-date. In this case, we must see a recorded warranty deed in the listed owner's name to verify ownership.
Notice of Commencement	2	Required for all construction with a value exceeding \$2,500. You must record these forms at the St. Lucie County Courthouse prior to permit issuance.
Owner/Builder Affidavit	1	Chapter 489.103(7), Florida Statutes (<i>if applicable</i>)
Subcontractor Summary	1	Building permits include building, electric, plumbing, mechanical, and sewer only. Other sub-trades will require separate permits.
Subcontractor Agreement(s)	1	One subcontractor agreement form is required for each subcontractor listed on the summary. This form must be filled out in its entirety and must be notarized.
30-Day Power Release Form	1	This 30-day power is for the sole purpose of testing electrical systems and equipment.
Health Department Septic	1	Expand an existing, or construct a new septic system, One copy of the survey and one copy of the construction plans must bear the original Health Department approval stamp.
Survey	3	The surveys must be signed and have a raised seal by a registered Florida surveyor.
Construction Plan Max- 24 X 36 in size	3	All proposed construction must be signed and sealed by a Fl. Reg. Arch. or Engineer and must include truss plans and truss connectors.
Energy Calculation Manual N (<i>or J</i>)	3	All forms must bear the original signature and seal of a Florida Reg. Architect or Engineer.
Wind Load Cert	3	All forms must bear the original signature and seal of a Florida Reg. Engineer
Landscape Plan	4	Must be in compliance with City Ordinance –Website-cityoffortpierce.com (Engineering Dept)
Drainage Plan	4	Must be in compliance with City Ordinance –Website-cityoffortpierce.com (Engineering Dept)
Product Approval	3	Windows, doors, shutters.
Sign Application	1	A Sign Application is required, even if your construction plans reference any proposed signage.

The Following items are required after permit issuance...

ITEM	#	COMMENTS
Form Board Survey*	1	This form must bear the original signature and seal of a Florida Registered Surveyor, and be submitted to the Building Department, prior to the foundation inspection.
Flood Elevation Certificate	1	If located within a designated flood zone, you are required to file an original flood elevation certificate immediately following the pouring of the lowest floor. Also upon completion of the project

- Additional information beyond that contained in the checklist may be required in order to ensure a complete review of your building permit application.
- We offer next day inspections — please call between 8:00 a.m. - 4:00 p.m. Monday through Friday.