



City of Fort Pierce Residential Building Permit Checklist

When you submit your building permit application for a single-family residence, or duplex, you should use the following checklist to determine if your application submittal is complete. Only completed applications will be accepted for processing

ITEM	#	COMMENTS
Building Application	1	One permit is required per building – Specify which code is being used.
Recorded Warranty Deed(If applicable)	1	If purchased within the last six months, 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	Recorded Notice of Commencement forms are required for all construction with a value exceeding \$2500. 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 (If applicable)
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 Temporary Power Release Form	1	This 30-day power is for the sole purpose of testing electrical systems and equipment.
Health Department Septic Permit	1	Expand 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	2	The surveys must be signed and have a raised seal by a registered Florida surveyor.
Construction Plans Max- 24 X 36 in size	2	All proposed construction must be signed and sealed by a Florida Registered Architect or Engineer and must include truss plans and truss connectors.
Energy Calculation Form & Manual J	2	Must be signed by owner/agent and Preparer
Wind Load Certification	2	Must be signed and sealed by a Florida Reg. Engineer.
FEMA Substantial Improvement Package (If applicable)	2	When located within a flood zone, and plan to make renovations, which exceed 50% of the value of the property, you must complete this package.
Product Approval	2	Windows, doors, shutters.
Product Approval Affidavit	2	This form is to be incorporated into the plans. (will be part of the construction plan)
Drainage	2	All construction shall be so designed and constructed so that the diversion of post development stormwater runoff and other surface waters shall not result in flooding or damage to adjacent properties. 1.Finished floor elevation of proposed structure 2.Finished floor elevation of adjacent structures. 3.Elevation in several locations on property lines. 4.Elevation in several areas of adjacent property near proposed property. 5.Show swales 6.Show elevation of bottom of swale 7.Show flow lines of drainage. 8.Elevation in a few locations around proposed structure 9.Elevation at street.

The following items are required after permit issuance

COMMENTS	#	
Form Board Survey	1	This form must bear the original signature and seal of a Florida registered surveyor, submitted prior to the foundation inspection.
Flood Elevation Certificate	1	If located within a flood zone, file an original flood elevation certificate following the pouring of the lowest floor upon completion of the project

- Additional info beyond the checklist may be required in order to ensure a complete review of your building application.
- We offer next day inspections. Please call between 8:00 a.m. – 4:00 p.m., Monday through Friday.