



THE SUNRISE CITY
FORT PIERCE
BUILDING DEPARTMENT

Florida

Building Department
CHECKLIST FOR ADDITIONS

Pre-Approval required by:
Planning Department
Fort Pierce Utilities
Engineering Department, if commercial

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Future use of addition
- Note the sq. footage of the additions conditioned space
- Note the total sq. footage
- Note if the addition requires any plumbing, electrical, a/c, etc.
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies and if commercial, also provide 1 full copy of permit package on USB or flash drive:

- Sub-contractor permit agreements, if applicable
- Truss shop drawings on 8 ½" x 11" paper original signed and sealed by a Florida licensed Architect/Engineer.
- Signed energy codes
- Manual J, if applicable
- Original signed and sealed plot plan or property survey showing all setbacks from the property lines to the addition.
- Health Department approval, for well and septic only, if applicable
- Original Plans signed and sealed by a Florida licensed Architect/Engineer. Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Engineered drainage plan, drawn by a licensed engineer, showing that all post development stormwater runoff and other surface waters will not encroach on adjacent properties, this plan shall include existing and proposed elevation and a statement that the drainage plan complies with Section 103-203 of the Fort Pierce Code of Ordinances.
- Product Approvals for windows/doors/soffit/roofing etc. (circle installation methods)
- Electrical form if scope of work includes electrical work
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC)

- must be submitted to permitting prior to scheduling the first inspection.)
- Debris Affidavit
 - ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.
- If commercial, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.