



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department
CHECKLIST FOR SINGLE-FAMILY RESIDENCE PERMITS

Pre-Approval required by:

Planning Department
Fort Pierce Utilities
Engineering Department

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
- Sq. footage of living space, non-living space and total sq. footage of single family residence
- Number of stories
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 Copies:

- Sub-contractor agreements
- Manual J
- Energy codes (must be completed and signed on the front and display page)
- Original signed and sealed survey showing the location of the proposed house. (Must be signed and sealed by a licensed surveyor.)
- Health department and abandonment of easement paperwork, if applicable.
- Truss cut sheets on 8 ½" x 11" paper.
- Product Approvals with installation instructions
- Plans signed and sealed by a Florida licensed Architect/Engineer .(Plans shall be no larger than 24"x36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) 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.
- Truss layout reviewed and approved by the Architect/Engineer who sealed the house plans.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to Building Department 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.
- Driveway, Irrigation and Shutter permits shall be included as part of this review process. Submit Driveway application, and irrigation plans for review.
- State and federal permits may be required.
 - ie. Department of Environmental Protection (DEP)
Army Corp of Engineers
South Florida Water Management
North St. Lucie Water Control District
Health 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.