



THE SUNRISE CITY

**FORT PIERCE**  
BUILDING DEPARTMENT  
*Florida*

## Building Department CHECKLIST FOR GARDEN STRUCTURE PERMITS

**Pre-Approval required by:**  
**Planning Department**  
**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
- Commercial/Residential
- Note the size of garden structure
- Note the type of garden structure
- Note who it is manufactured by
- Valuation
- Notarized Contractor/owner builder signature

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

- Original plans signed and sealed by a Florida licensed Architect/Engineer or product approval. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are 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.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*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.**
- Debris 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, Fire Department review may be required on commercial projects – If required, the permit packet will simultaneously be reviewed by the Fire Department - additional fees will be charge 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.***

Updated 9/18/21