



THE SUNRISE CITY  
**FORT PIERCE**  
BUILDING DEPARTMENT

*Florida*

**Building Department**  
**CHECKLIST FOR ACCESSORY STRUCTURES**  
**(Other than shed and garden structures)**

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**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
- Note if commercial/Residential
- Note the size of accessory structure
- Note the type of accessory structure
- Note who it is manufactured by
- Note the type of pad, if applicable
- Note the size of slab, if applicable
- Note the footing size, if applicable
- Valuation
- Notarized Contractor/owner builder signature

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

- Sub-contractor agreements for electrical and/or plumbing, if applicable
- Product Approval for pre-fabricated structures.
- Site Plan or Survey showing the proposed location of the proposed structure and setbacks of the proposed structure and location and size of all other existing structures
- 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.
- Signed and sealed anchor details, if applicable
- Recorded Notice of Commencement, if applicable. (NOC must be submitted to Building Department 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, also on with Owner Builder Affidavit**

- Debris affidavit

**NOTES:**

- If 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.



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*any time during the permitting process. Any exceptions must be approved by a Supervisor.*

Updated 9/28/23