



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department
CHECKLIST FOR PREFAB SHED 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
- Description of work
- Note the size of shed
- Note the manufacturer
- Note the type of pad, size of slab and footing size, if applicable
- Valuation
- Notarized Contractor/owner builder signature

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

- Manufacturer Certification letter from DBPR
- Manufacturer's Specifications and drawings.
- Plot-plan, shed form, or as-built survey showing the location and setbacks of the proposed shed and location and size of all other existing structures.
- Provide an anchoring kit, if applicable.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the 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, along with an Owner Builders Affidavit.**
- Debris Affidavit
- If the shed is located in a special flood hazard area (SFHA), the shed shall either be elevated to design flood elevation or have flood openings. Provide documentation showing compliance with flood regulations.

NOTES:

- For site-built sheds, see site-built shed, carport, workshop and detached garage checklist.
- If the shed is located in a SFHA, an elevation certificate showing the elevation of the shed shall be submitted prior to the shed final.
- 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. Updated 8/20/21