THE SUNRISE CITY
FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department
CHECKLIST FOR WOOD DECK PERMITS

Pre-Approvals 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
- Architect/Engineer's information
- Commercial/Residential
- Description of work
- 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:

- Survey or plot plan showing the location of the deck.
- 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.
- 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 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.
- Must use Marine Application if proposed work is on or adjoining navigable waters.
- 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.