



THE SUNRISE CITY

FORT PIERCE

BUILDING DEPARTMENT
Florida

Building Department CHECKLIST FOR NEW CELLTOWER OR EQUIPMENT REPLACEMENT PERMITS

Pre-Approval required by:

Planning Department (all new installations) (for replacement only, if in Historic District or Architectural Design Area)

Engineering Department (all new installations)

Fort Pierce Utilities Authority

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
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 3 copies and a full copy of permit package on 1 USB or flash drive:

- 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 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.
- Sub-contractor agreements for mechanical, electrical, plumbing, if applicable
- Debris Form
- 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.)

NOTES:

- 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.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.

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.