



**Building Department**  
**CHECKLIST FOR FOUNDATION ONLY (PHASED)**  
**PERMITS**

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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
- Architect/Engineer's information
- Description of construction
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Sub-contractor agreements, if applicable
- Original signed and sealed Foundation plans by a Florida licensed Architect/Engineer showing all MEP's under the slab. (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.
- 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.
- Agreement for Foundation Only Permit Form, and the required documentation per that document.
- Erosion and Sediment Control Plan and affidavit, only if commercial
- SFWMD Early Work authorization, if applicable
- Recorded Notice of Commencement, if applicable. (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.**

**NOTES:**

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

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

Updated 9/28/23