



THE SUNRISE CITY

**FORT PIERCE**  
BUILDING DEPARTMENT  
*Florida*

## Building Department

### CHECKLIST FOR RESIDENTIAL GARAGE CONVERSION PERMITS

#### Pre-Approval required by:

**Planning Department**

**Fort Pierce Utilities (FPUA), if applicable**

#### **PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Note the total sq. footage of garage prior to conversion
- Note the total sq. footage of garage to be converted
- Note if overhead garage door is to remain
- Note the future use of converted garage space
- Valuation
- Notarized Contractor/owner builder signature

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

- 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.
- Product approvals (circle installation methods), if applicable
- Sub-contractor agreements for electric, plumbing and/or mechanical, if applicable
- Sealed truss shop drawings on 8 ½ x 11" paper, if applicable
- Signed energy codes, if applicable
- Manual J, 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 Builder Affidavit.**
- Debris Affidavit

#### **NOTES:**

- FPUA review will be required if, the scope of work includes, a service upgrade, voltage change, underground conversion, installation of large appliance additions such as arc welders, EV chargers, pool heaters, and /or solar-powered appliances.
- 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.***