



Building Department CHECKLIST FOR ELECTRICAL PERMITS

Pre-Approvals Required:

- Planning, only if for commercial site lighting
- Fort Pierce Utilities (also see separate checklists noted below)

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
- Commercial/Residential
- Description of the work
- Detailed location of proposed work
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Plans/drawings must be submitted for new electrical work and will require plan review.
- This checklist applies to service upgrades, service panel and/or meter can replacements, voltage change, underground conversions and all commercial applications.
- Commercial Site Lighting. Shall include a photometrics plan and engineering on any new or replacement light poles. These drawings shall be signed and sealed by a Florida licensed Architect/Engineer. No plans larger than 24" x 36" unless approved by a supervisor prior to submittal.
- Recorded Notice of Commencement for work valued at \$5,000 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 Form.
- Electrical form.
- Riser diagram form (if applicable).

NOTES:

- If the property is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- Original plans signed and sealed by a Florida licensed Architect/Engineer for new Residential Electric over 240 Volts/600 Amps or Commercial over 240 Volts/800 Amps.
- See separate checklists for electric service repair, solar electric (PV), and water heaters.

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 9/28/21