



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department
CHECKLIST FOR SITE-BUILT SHED, CARPORT, WORKSHOP & DETACHED GARAGE
PERMITS

Pre-Approval required by:

Planning Department

Engineering Department, if commercial

Fort Pierce Utilities, if commercial and there is electrical work is proposed

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
- Note the size of structure
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies. If commercial also provide a full copy of the permit package on 1 USB or flash drive:

- Sub-contractor agreements for electrical and/or plumbing, if applicable
- Product approval affidavit
- Product approvals with installation instructions.
- Plot plan or property survey showing the location of the proposed structure and setbacks of the proposed structure and location and size of all other existing structures.
- 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.
- 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.
- 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 car showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit.

NOTES:

- Concrete slab specs can be noted on the Shed Permit Application, if concrete will be poured for the shed.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.
- 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.



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