



Building Department
CHECKLIST FOR GREASE TRAP/INTERCEPTER PERMITS

Pre-Approval required by:
Fort Pierce Utilities
Engineering Department, if located outside

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 if located under sink, in floor, or outside
- Valuation
- Notarized Contractor/owner builder signature

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

- Plans/drawings as required by Fort Pierce Utilities.
- If property is located in a special flood hazard area, tie down information is required and shall be signed and sealed by a licensed Architect/Engineer and must comply with section 9.7 of ASCE14.
- If located outside, provide plot plan or survey showing location of grease trap.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting 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 the Owner Builder Affidavit.**
- Debris Affidavit.

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

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.