



THE SUNRISE CITY

**FORT PIERCE**  
BUILDING DEPARTMENT  
*Florida*

**Building Department**  
**CHECKLIST FOR CHANGE OF USE/OCCUPANCY PERMITS**

**Pre-Approval required by:**

**Planning Department**

**Engineering Department (if any exterior work)**

**Fort Pierce Utilities Authority (if Electrical/Plumbing work)**

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

- For office use only - Permit number, pin number and DPCR#
- Property address
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Note detailed description of work and special conditions
- Note name of business
- Specify if tenant improvement/change of occupancy/interior completion
- Number of stories
- Occupancy group
- Total square footage of the building
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies and a full copy of permit package on 1 USB or flash drive:

- Original plans signed and sealed by a Florida licensed Architect/Engineer. Plans must be 24" x 36" unless approved by a supervisor prior to submittal (Must 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.

- Life Safety Plan signed and sealed as noted above.

Product Approvals with installation instructions (circle installation methods), if applicable.

- Manual N, energy codes and load calculations, if applicable.
- Wind load calculation form, if applicable.
- Sub-contractor agreements for mechanical, electrical, and plumbing, if applicable.
- Debris Form.
- 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.)
- 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.
- 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.*** Updated 8/11/21