



THE SUNRISE CITY
FORT PIERCE
BUILDING DEPARTMENT

Florida

Building Department
CHECKLIST FOR COMMERCIAL BUILDING PERMITS

Pre-Approval required by:
Planning Department
Fort Pierce Utilities Authority

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

- For office use only - Permit number, pin number and DPCR#
- Note Project/plaza name
- Site address
- Note Name of business
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Number of stories and units
- Occupancy
- Construction type
- Conditioned space square footage
- Total sq. footage of building
- Note if Shell permit only
- 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 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 with installation instructions
- Manual N, energy codes and load calculations, if applicable
- Wind load calculation form, if applicable
- Truss layout/cut sheets, if applicable
- Fire stop components cut sheets, if applicable
- Specification manual, if applicable
- Landscape and irrigation plans
- Site-plan approved by the-Planning Department
- 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.)

NOTES:

- A separate Sitework Permit is required on all new commercial projects.
- 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 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.