



THE SUNRISE CITY  
FORT PIERCE  
BUILDING DEPARTMENT

Florida

## Building Department CHECKLIST FOR SKYLIGHT PERMITS

**Pre-Approval required by:**  
**Planning Department, if in Historic District, Architectural design Area**

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

- For office use only - Permit number, pin number and DPCR#, if applicable
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note the number of skylights to replace or install
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Florida Product approval with installation instructions.
- Structural Opening Permit Application and original plans signed and sealed by a Florida licensed Architect/Engineer, if structural alterations will be made to accommodate the new skylight(s).
- 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.)
- **\*\*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 Affidavit.

NOTES:

- If 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.***