

**OFFICE USE ONLY:**

DATE FILED: \_\_\_\_\_  
PLAN REVIEW FEE: \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_  
CONCURRENCY FEE: \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_ CERT. CAP. NO.: \_\_\_\_\_

**ALL INFO MUST BE COMPLETE & FILLED IN TO BE ACCEPTED**



**St. Lucie County Building and Zoning**

2300 Virginia Avenue  
Ft. Pierce, FL 34982-5652  
772-462-1553

**APPLICATION for BUILDING PERMIT  
CERTIFICATE of CAPACITY/ZONING COMPLIANCE**

**PROJECT INFORMATION**

1. LOCATION/SITE ADDRESS: \_\_\_\_\_
2. PROJECT NAME: \_\_\_\_\_ SITE PLAN NAME: \_\_\_\_\_
3. PROPERTY TAX ID #: \_\_\_\_\_
4. LEGAL DESCRIPTION (attach extra sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_
5. PLAT BOOK \_\_\_\_\_ 6. PAGE NO. \_\_\_\_\_ 7. BLOCK NO. \_\_\_\_\_ 8. LOT NO. \_\_\_\_\_
9. PARCEL SIZE (ACRES/SQ FT.): \_\_\_\_\_ LOT DIMENSIONS: \_\_\_\_\_
10. COMPLETE DESCRIPTION OF CONSTRUCTION PROJECT OR WORK ACTIVITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. SETBACKS (ACTUAL) FRONT: \_\_\_\_\_ BACK: \_\_\_\_\_ RIGHT SIDE: \_\_\_\_\_ LEFT SIDE: \_\_\_\_\_
12. TYPE OF CONSTRUCTION (Check all appropriate boxes)  
 NEW CONSTRUCTION       EXPANSION/ADDITION       INTERIOR RENOVATION  
 RESIDENTIAL       COMMERCIAL       INDUSTRIAL  
 OTHER (SPECIFY) \_\_\_\_\_
13. DESCRIPTION OF PROPOSED USE: \_\_\_\_\_
14. SQ. FT OF CONSTRUCTION: \_\_\_\_\_ 15. SF. FT 1st FLOOR: \_\_\_\_\_
16. VALUE OF CONSTRUCTION: \$ \_\_\_\_\_

The value of construction is used to determine the amount of permit fees to be assessed. St. Lucie County reserves the right to question and/or modify the indicated value of construction if it is demonstrated that the submitted figures are not consistent with similar types of construction activities. If the value is \$2500 or more, a RECORDED Notice of Commencement must be submitted with this application.

## OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (DAYTIME): (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

IF THE FEE SIMPLE TITLEHOLDER (PROPERTY OWNER) IS DIFFERENT FROM THE OWNER LISTED ABOVE, PLEASE  
FILL IN NAME AND ADDRESS BELOW.

FEE SIMPLE TITLEHOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (DAYTIME): (\_\_\_\_) \_\_\_\_\_

## CONTRACTOR INFORMATION

ST. of FL REG.CERT #: \_\_\_\_\_ ST. LUCIE COUNTY CERT #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

QUALIFIERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (DAYTIME): (\_\_\_\_) \_\_\_\_\_ FAX NO. \_\_\_\_\_ Email: \_\_\_\_\_

ARCHIT/ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (DAYTIME): (\_\_\_\_) \_\_\_\_\_

BONDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MORTGAGE LENDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**IMPORTANT NOTICE: When a permit is issued and it is not picked up within 60 days after notification  
it will be voided and returned to you by mail.**

# CERTIFICATION:

This application is hereby made to obtain a permit to do the work and installations as indicated, and to obtain a certificate of capacity, if applicable, for the permitted work. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits may be required for **ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, FENCES, ETC.**, not otherwise included with this building permit application.

St. Lucie County makes no representation that its granting of a permit will authorize the permit holder to build the subject structure which is in conflict with any applicable Homeowner Association rules, bylaws or any covenants that may restrict or prohibit such structure. Please consult with your Homeowner's Association and review your deed for any restrictions which may apply.

The following building permit applications are exempt from undergoing a full concurrency review: room additions, accessory structures (all types), swimming pools, fences, walls, signs, screen rooms, utility substations & accessory uses to another non-residential use.

**NOTICE TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOBSITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

**NOTICE TO APPLICANT:** IF IT IS NOT YOUR RIGHT, TITLE, AND INTEREST THAT IS SUBJECT TO ATTACHMENT: AS A CONDITION OF ISSUANCE OF THIS PERMIT, YOU PROMISE IN GOOD FAITH TO DELIVER A COPY OF THE CONSTRUCTION LIEN LAW NOTICE TO THE PERSON WHOSE PROPERTY IS SUBJECT TO ATTACHMENT.

=====

\_\_\_\_\_  
**OWNER OR CONTRACTOR SIGNATURE**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known \_\_\_\_\_ or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

Commission No. \_\_\_\_\_ (Seal)

\_\_\_\_\_  
**CONTRACTOR SIGNATURE**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known \_\_\_\_\_ or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

Commission No. \_\_\_\_\_ (Seal)

**NOTE: TWO (2) SIGNATURES ARE REQUIRED. EACH SIGNATURE MUST BE NOTARIZED. IF APPLYING FOR THIS BUILDING PERMIT AS AN OWNER/BUILDER, THE OWNER MUST PERSONALLY APPEAR TO SIGN THIS APPLICATION IN THE OFFICE LISTED ON THE FRONT OF THIS APPLICATION. OWNER BUILDER AFFIDAVIT WILL BE REQUIRED FOR ALL OWNER/BUILDER APPLICANTS.**

**For specific instructions see appropriate permit checklist.**

**OFFICE USE ONLY**

**BP #:** \_\_\_\_\_

SECTION		TOWNSHIP		RANGE		MAP NO.	
ZONING		LAND USE		LOT CVG %		TAZ NO.	
FLOOD ZONE		FIRM MAP #		1 <sup>ST</sup> FLR ELV		MAX HGT	
CONST TYPE		OCCUP TYPE		MAX OCCUP		# OF FLRS	
WATER		SEWER		SPRINKLERS		STORMWATER	
LOT OF REC Before 1/1990		LOT OF REC After 1/1990		LOT SPLIT REQUIRED		LOT SPLIT APPROVED	

REPORT CODE		HABITABLE AREA (RADON)		RADON FEE		PERMIT FEE	
LIBRARY IMPACT FEE		PUBLIC BLD IMPACT FEE CORRECTION		PUBIC BLD IMPACT FEE GENERAL		PARKS IMPACT FEE _____	
SCHOOL IMPACT FEE		ROAD IMPACT FEE		CREDIT	Y _____ N _____	LAW ENF IMPACT FEE	
FIRE/EMS IMPACT FEE		DRIVEWAY REQUIRED	Y _____ N _____	DRIVEWAY FEE		ADMINISTRATIVE VARIANCE FEE	
SPECIFY SUBS REQUIRED	MECHANIC _____ ELECTRIC _____ PLUMBING _____	ROOF _____ GAS _____		NON-CONFORMING LOT OF RECORD FEES		MISCELLANEOUS FEES	

DATE SENT TO ADDRESSING: \_\_\_\_/\_\_\_\_/\_\_\_\_

REVIEWS	FRONT COUNTER	ZONING REVIEW	SUPERVISOR REVIEW	PLANS REVIEW	VEGETATION REVIEW	SEA TURTLE REVIEW	MANGROVE REVIEW
DATE RECEIVED							
DATE COMPLETED							
INITIALS							

## Instructions

Please complete all information in the space provided. All information must be printed (use black or blue ink only) or typed. Pencil will not be accepted.

All applications for Building Permit are to be submitted to the St. Lucie County Code Compliance Permitting Department, 2300 Virginia Avenue, Fort Pierce, FL 34982. All applications for building permit must be complete and filed with the Department before **4:30 PM** each business day. **No applications will be accepted for processing after 4:30 PM.** For an application submission to be determined to be complete, all required materials must be present at the time of submission. Refer to St. Lucie County Building Permit Submission requirements (form SLCCDV-010-00), which describes the required materials that must be submitted with each application, based on the type of applications. If you need any assistance in completing this application, please contact the Code Compliance Permitting Department (772) 462-2167, during regular office hours (8:00 AM – 5:00 PM), Monday through Friday.

St. Lucie County Resolution 94-128 (effective October 1, 1994) provides that for new construction projects, all commonly associated sub-permit activities (Plumbing, Electric, HVAC/Mechanical, Roofing, Gas etc.) will be issued at the time the primary Building Permit is issued. **In order for the Application for Building Permit to be determined as complete, this application must include a signed ORIGINAL Sub-Agreement Form (SLCCDV Form No. 002-00) for each of the sub-contractors to be used on the project (a Xerox copy of the signatures will not be accepted) and one ORIGINAL copy of the Sub-Contractor Summary Report (SLCCDV Form No. 0003-00).** Copies of these required forms are included with this application. Additional copies of these forms may be obtained from the Code Compliance Permitting Department during normal business hours or may be printed from the permitting web site. <http://www.stluciecd.org/Pages/permitapps.html>

At the time the primary Building Permit is issued, all required sub-permits will also be issued. **No application for Building Permit will be certified as complete, nor will any Building Permit be issued, unless there is a complete identification of all sub-contractors expected to be associated with the proposed building activity.** In the event that you elect to change one or more of the indicated sub-contractors following the issuance of this building permit, this may be accomplished by submitting a written request and new signed Sub-Contractor Agreement forms for those sub-contractors you are changing.

**The information to be provided with this application includes:** (Numbers correspond to the numbered application)

1. Location/site Address	Indicate the street address, or general location, of the property on which the building activity is taking place.
2. Project & Site Plan Name	Indicate the name of the owner (if residential) & the name of the business (if commercial). Indicate the name of the site plan (if applicable), where the building activity is taking place.
3. Parcel ID Number	Indicate the Property Tax Identification Number for the property on which the building activity is taking place.
4. Legal Description	Provide a complete legal description of the property under Building Permit review. This legal description may be attached as a separate sheet if the description is too lengthy to fit in the space provided.
5. Plat book	If applicable, indicate the official Plat Book reference for the property on which the building activity is proposed.
6. Page No.	If applicable, indicate the Page Number of the official Plat Book reference, for the property on which the building activity is proposed.
7. Block No.	If applicable, indicate the Block Number for the property on which the building activity is proposed. This can be found on the legal description of the property.
8. Lot No.	If applicable, indicate the Lot Number for the property on which the building activity is proposed. This can be found on the legal description of the property.
9. Parcel Size	Indicate the total area of the property under building permit application. For property less than one acre, only the square feet need to be indicated. For property greater than one acre, both acres and square feet need to be provided. Indicate all lot dimensions.
10. Description of Project	<b>Completely</b> describe the building activity under permit application.

11. Setbacks (Actual)	For properties less than ten (10) acres, indicate all building setbacks/tie-in controls to the perimeter property lines. For properties greater than ten (10) acres, you may indicate field measurable building tie-ins in lieu of property line setbacks.
12. Type of Construction	Check the appropriate boxes that describe the type of construction being proposed. This information is required for the issuance of the Certificate of Capacity.
13. Description of Proposed Use	Briefly describe the proposed use associated with this application for building permit. This information is required for the issuance of a Zoning Compliance.
14. Sq. Footage of Construction	Indicate the TOTAL square footage of the building under permit application.
15. Sq. Ft./1 <sup>st</sup> Floor	Indicate the 1 <sup>st</sup> floor square footage of all buildings under permit application. This is required to verify maximum lot coverage.
16. Value of Construction	Indicate the total value of the construction work to take place. Total cost of construction includes all material and labor costs associated with the building/construction activity. The value of construction is used to determine the amount of permitting fees to be assessed. St. Lucie County reserves the right to question and/or modify the indicated value of construction if it is demonstrated that the submitted figures are not consistent with similar types of construction.
17. Owners Information	Indicate the <b>name, address &amp; phone number</b> of the owners of the property on which the proposed building activity is to take place.
18. Contractors Information	Indicate the <b>name, address, &amp; phone number</b> of the Qualifier as well as the <b>State of Florida (if applicable) and St. Lucie County contractor's registration numbers</b> for the proposed activity.
19. Architect/Engineer	Indicate the name of the Architect or Engineer of record who has prepared the building plans being submitted for permit approval.
20. Bonding Company	Indicate the name of the Bonding Company, if applicable.
21. Mortgage Company	Indicate the name of the Mortgage Company, if applicable.

St Lucie County Resolutions 94-119 and 94-128, establish the required Plans Review and the Certificate of Capacity Fees. These fees are due and payable upon submission of this application according to the following schedule:

<u>Plans Review Fee</u>		<u>Concurrency Review</u>
Single Family Residence	\$250 (contractor) \$350 (owner builder)	\$25
Two-Family Residence	\$500	\$25
Three or more units	Value based plan review fee	\$25

\*Please see permit fee schedule effective Oct 15,2006 for other fees

\* Does not include Concurrency Review Fees due as part of the site plan review process, if required.

Upon the filing of this Application for a Building Permit you will be assigned a Permit Number. Please use this Permit Number when making any inquiries or picking up your permit. When your permit is ready for pick up, you will be called. If your permit is not picked up within 60 days of notification, it will be **voided** and returned to you by mail.

For new residential and commercial/industrial construction, a Driveway Permit and a Storm Water Permit may be required. For storm water information, contact the Code Compliance Department at (772) 462-1553; for driveway information contact the Road and Bridge Department at (772) 462-2511.

Following the issuance of this building permit the scheduling of required inspections may be made by calling (772) 462-1261.

### **Special Notice to all Applicants for Building Permit**

**Where fill is used, the PROPERTY OWNERS shall be responsible for assuring adequate drainage so adjacent properties will not be adversely affected. (St. Lucie County Land Development Code, Section 7.04.01)**

January 1, 2008

**Notice to All Building Permit Applicants**

**Effective Immediately** we will require all residential and commercial building permit applications (including additions, expansions and interior remodeling) that propose to use central water and/or sewer, to submit to the following with their building permit application:

- **A copy of the paid utility service receipt for water and/or sewer.**

**No Exceptions.**



**St. Lucie County Public Works  
Building and Zoning**

**Notice to Contractors**

On August 6, 1996, the St. Lucie County Board of County Commissioners approved a series of amendments to the existing regulations governing the construction of single-family homes in a Recreational Vehicle Park. Specifically, these regulations require the following:

- All exterior wall construction must have a minimum fire rating of one (1) hour;
- The maximum amount of fire rated wall openings, in any side wall, shall not exceed 10% of the total wall area;
- All construction drawings submitted for a building permit approval, must be certified by a Registered Florida Professional Engineer or a Registered Florida Architect, that the design of the building meets the fire protection requirements of this Code.

If there are any questions, please contact the Building Inspection Section at 772-462-1553.