



St. Lucie County Code Compliance Division



When you submit your building permit application for a new single-family residence or duplex, you should use the following checklist to determine if your application submittal is complete. Only complete applications filled out with ink can be accepted for processing.

ITEM	HOW MANY?	COMMENTS
Building Permit Application	1	A completely filled out building permit application must be submitted, including all required information. The application must be signed by the applicant and notarized.
Notice of Commencement	1	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
Construction Plans	2 sets	All proposed construction must be accurately shown on the plans including but not limited to electrical wiring, plumbing, heat/air-conditioning, gas piping, windows and doors. The minimum plot size for these plans is 8 ½ by 11 inches - maximum size is 24 by 36 inches. Both sets of plans need to be signed and sealed by a Florida registered engineer and include truss plans. Both sets of plans must be stamped by the Health Department, if a septic permit is required. Please contact our Code Compliance Division at 772-462-1553 for more construction information.
Surveys	2	Surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. All copies must be stamped by the Health Department if a septic permit is required. Please see our survey requirement sheet for specific requirements. The surveys must be signed &/sealed by a registered Florida surveyor.
Subcontractor Agreement	1 each	One subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it has been determined that all subcontractors are properly licensed and registered. The use of unlicensed contractors is strictly prohibited.
Energy Calculation Form Manual J's	2 2	Both forms must bear the original signatures of both the creator and contractor.
Wind Load Calculation Form	2	This form must be signed/sealed by a Florida registered engineer.

ITEM	HOW MANY?	COMMENTS
Filled Land Affidavit	1	This form is required for all construction, except for interior renovation. It must bear the original notarized signature of the property owner. This affidavit serves to notify the property owner of their responsibility not to adversely impact their neighbor's properties with stormwater drainage and runoff.
Product Review Affidavit	2	The Engineer of Record must certify all components listed on the product affidavit per the submitted plans. To be accepted for review this affidavit must be completely filled out and signed and sealed. The actual design pressures must be noted on the sealed drawings for each component opening.
Recorded Warranty Deed	1	If the property has been purchased within the last six months, the Property Appraiser records may not be to date. In this case we must see a recorded warranty deed in your name to verify ownership.
Owner/Builder Affidavit	1	When the application is applied for under the owner/builder provisions of Chapter 489.103(7), F.S., the applicant for this building permit must personally appear to sign the appropriate affidavit.
Health Department Septic Approval	2	If you are planning to use an existing or new septic system, you must first obtain Health Department approval for the system. Surveys and the construction plans must bear the original Health Department approval stamp.
Vegetation Removal Permit	1	All residential properties of any size and all commercial or industrial projects require a completely filled out vegetation removal application. A specific plan for tree removal and preservation is required. If you have any questions please contact the Environmental Resource Department at 772-462-2526.
Driveway Permit	1	When you directly access a State or County road, you are required to obtain a driveway permit from the Florida Department of Transportation or the St. Lucie County Road & Bridge Department.
Flood Elevation Certificate	2	If your property is located within a designated flood zone you are required to file an original flood elevation certificate signed/sealed by a Florida registered surveyor.

NOTES:

- ❖ Additional information beyond that contained in the checklist may be required in order to ensure a complete review of your building permit application.
- ❖ All impact fees will have to be paid at the time of permit issuance.
- ❖ You are required to call for all inspections as indicated on your building permit and for a final inspection. We will attempt to schedule the inspection for the next business day.
- ❖ If you have questions, you are encouraged to ask our staff in the Building and Zoning Department. Please call 772-462-1553 for further information.