



**St. Lucie County  
Code Compliance Division**



**Are you planning to start a business in St. Lucie County?  
Are your planning to build?  
Are you planning to renovate?**

**- Please read the following before proceeding! -**

When you are preparing to submit your zoning compliance to start a business or submit your building permit application for new construction or renovation, you should use the following guide to determine if your application can be approved and if it is complete for filing purposes. Although this checklist may not cover every situation, it will cover most. If you have any questions, you are encouraged to ask our staff in the Code Compliance Division. Please visit or call 772-462-1553.

<b>ITEM</b>	<b>COMMENTS</b>
<b>Planning &amp; Zoning</b>	You need to confirm that the proposed business and type of construction are allowed in the zoning district in which your property or business would be located. Special approval procedures could apply that would impact the cost and time frame of your approval. Please contact Building & Zoning at 772-462-1553 for more information.
<b>Health Department Septic Permit</b>	If you are planning to utilize or expand an existing septic system or install a new one, you must <b>FIRST</b> obtain Health Department approval for the system. For building permit application purposes, all copies of the survey and all copies of the construction plans must bear the original Health Department approval stamp. Please contact the Health Department at 873-4931 for more information.
<b>Fire District Approval</b>	The St. Lucie County Fire District must review and approve all multi-story, multi-family, and commercial structures to be built or renovated. There may be specific requirements related to your use or structure that would impact the cost and approval of your project. Please contact the Fire Department at 772-462-8306 for more information.
<b>Handicap (ADA) Requirements</b>	If you are starting a new business or renovating an existing business that in any way serves the public, you are required by Federal Law to comply with the American Disabilities Act, which requires removal of all barriers that would restrict access to a person with disabilities. This includes restroom facilities, ramps and providing handicap parking facilities.
<b>Stormwater</b>	If the proposed construction exceeds 4,000 square feet of impervious surface, you are required to obtain a Stormwater Permit from the Code Compliance Division. Please call 772-462-1553 for more information.

ITEM	COMMENTS
<b>Utility Company Approval</b>	If the property has central water and/or sewer service, you must submit an approval from the appropriate utility company with your building permit application.
<b>Building Permit Application</b>	If you are planning any new construction or renovation for a residence or a business, you must <b>FIRST</b> submit a building permit application to the County. It has to be Completely filled out including all required information and enclosed forms. The application must be signed and notarized. 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. Other forms include the energy calculation form, the Filled Lands Affidavit, and the wind load calculation form. Please contact Building & Zoning at 462-1553.
<b>Approved Site Plan</b>	If the proposed construction entails a drive-through or if the proposed building will exceed 6,000 square feet, it will be necessary to obtain site plan approval prior to submitting a building permit application. All such site plans must bear the Growth Management stamp of approval. Please contact Growth Management at 772-462-2822.
<b>Construction Plans</b>	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 size for these plans is 18 by 24 inches- maximum size is 24 by 36 inches. Three signed and sealed copies of plans prepared by a Florida registered engineer are required. All plans must be stamped by the Health Department, if a septic permit is required. A CD copy of all plans in PDF format must be provided. Please contact our Building Division at 772-462-1553.
<b>Recorded Warranty Deed</b>	If the property has been purchased within the last six months, the property appraiser records may not be updated. To prove ownership we must see a recorded warranty deed in your name.
<b>Survey</b>	Surveys are required for all building permits involving a primary structure, and for all accessory structures with a construction value exceeding \$10,000. A survey must be signed/sealed by a registered Florida surveyor. Please see our survey requirement guide for specific requirements.
<b>Notice of Commencement</b>	A recorded Notice of Commencement for all construction with a value exceeding \$2,500 has to be submitted at time of building permit application.
<b>Impact Fees</b>	A new or changed use of a property or building may result in payment of impact fees to account for a more intense use.
<b>Owner/Builder Affidavit</b>	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 before our building permit technicians to sign the affidavit.
<b>Vegetation Removal Permit</b>	For all commercial properties or residential properties, one completely filled out vegetation removal or exemption application must be submitted with the building permit application. Specific plans for removal and preservation are required. Any questions please contact the Environmental Resource Department at 772-462-2531.
<b>Driveway Permit</b>	When you directly access a State or County road, you must obtain a driveway permit from the appropriate jurisdiction.

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<b>Flood Elevation Certificate</b>	If your property is located within a designated flood zone you are required to file an original flood elevation certificate signed and sealed by a Florida registered surveyor.
<b>Tax Collector's Office</b>	To apply for an occupational license, you must appear in person at the Tax Collector's office Occupational License Division with a zoning compliance issued by the Community Development Division and a hazardous waste permit from the Health Department. For further information please contact their staff at 772-462-1650.

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