




APPLICATION FOR ZONING COMPLIANCE (Not Home Office Use)

Dear Business Owner,

Prior to completing the attached form for a business zoning compliance please read the following checklist. If you are an agent acting on behalf of the business owner please complete the attached "Agent of Record Designation" form and submit it with your zoning compliance application. If you are not in the Planning Office while completing this application and have questions or require additional information contact the Planner of the Day (POD) at 772-462-2822. Thank you.

✓		CHECKLIST	PHONE NUMBER
	1	Complete the attached form for the proposed business. This form will be reviewed for the permitted use within the zoning district. An incomplete application may result in a denial.	772-462-2822
	2	Please let County staff know if your business is listed on the Targeted Industry List attached. Your business may be entitled to economic development incentives.	772-462-1550
	3	Contact the Fire Department to schedule an inspection of the building. <ul style="list-style-type: none"> • Lighted exit signs and emergency lights are required at all exits. • Updated fire extinguishers are required. 	772-621-3322
	4	Upon Fire Department sign-off and approval, contact planning staff to schedule an appointment to pick up your zoning compliance.	772-462-1687
	5	If the business requires a license from the Division of Alcoholic Beverages and Tobacco provide a copy of the license to the Planning Division	772-468-3927
	6	Contractors engaged in construction including new work, additions, alterations, remodeling and repairs in the Unincorporated St. Lucie County must register with Contractor Licensing.	772-462-1571
	7	Landscaping is required to be in compliance with Land Development Code Section 7.09.04. Contact the Environmental Resources Department (ERD) to schedule a site visit and/or explain specific landscaping requirements.	772-462-2526
	8	All parking spaces must be paved with an all-weather surface material and shall be marked either by painted lines, precast curbs or in a similar fashion to indicate parking spaces and be in accordance with Land Development Code Section 7.06.00, Off Street Parking and Loading. All handicapped parking areas, striping details and sign requirements shall be in accordance with the requirements of Section 553.5041 Florida Statutes and the American Disabilities Act Accessibility Guidelines (ADAAG).	
	9	Buildings shall be in compliance with the Florida Building Code. All restrooms must be compliant with current ADAAG accessibility regulations. This includes hand rails, dispensers, signage, etc. Change of occupancy may require interior modifications. Contact a Plans Examiner with the Building Department for any questions.	772-462-1553 
	10	Temporary flags, banners, & pennants require a permit from the building department.	772-462-1553



PLANNING AND DEVELOPMENT SERVICES
 2300 Virginia Ave
 Fort Pierce, FL 34982
 Phone: 772-462-2822 – Fax: 772-462-1581

APPLICATION FOR ZONING COMPLIANCE (Not Home Office Use)

Permit #:

Date of Application:

BUSINESS INFORMATION

Name of Business: _____

Name of Shopping Center, if applicable: _____

Address of Business: _____ State: _____ Zip: _____

Property Tax ID # for Business Location: _____

Description of Business: _____

Are you relocating your business? _____

Number of Employees: _____ Number of Parking Spaces: _____

Name & Type of Previous Business at this Location: _____

APPLICANT / AGENT INFORMATION

Name of Applicant: _____

Address: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

If beer, wine or alcohol is being served at this location a copy of your liquor license issued by the Division of Alcoholic Beverages and Tobacco will be required prior to approving this zoning compliance.

I understand it is my responsibility to contact the Fire Department prior to the issuance of the Zoning Compliance. I further understand that a site inspection may be required to ensure compliance with applicable land development, building safety, and property maintenance regulations.

Signature: _____ Date: _____

OFFICE USE ONLY:

POD Initials	Required	Yes	No	Comments
Zoning	Parking			
Land Use	Landscaping			
SIC Code	Building Permit for Change of Occupancy			
Targeted Industry	Conditional Use Permit			
	Adult Care Services Provided (Home)			
New Business <input type="checkbox"/> Expanding Business <input type="checkbox"/> – Please Check One				
New Building <input type="checkbox"/> or Improvements to an Existing Building <input type="checkbox"/> – Please Check One				

AGENT OF RECORD DESIGNATION

Signatures must be notarized

I (We), _____, hereby designate and appoint

_____, as my (our) Agent of Record for the purpose of representing my (our) interests in the change of use process. My (Our) Agent of Record is hereby vested with the authority to make any representations, agreements, or promises as well as reject or accept any conditions imposed in conjunction with this matter. Dated this _____ day of _____, 20____.

Applicant/ Owner Information

Agent's Information

Applicant/Owner's Signature

Agents Signature

Print Name

Print Name

Address

Address

Phone Number Email

Phone Number Email

STATE OF _____) COUNTY OF _____)

The forgoing instrument was acknowledged before me this _____ day of _____, 20____.

By _____ Who is personally known to me or who has produced _____ as identification.

Signature of Notary (Stamp Seal Below)

Commission Number
Date Commissioner Expires: _____