



**PLANNING & DEVELOPMENT SERVICES  
BUILDING & CODE REGULATIONS DIVISION**



**COMMERCIAL BUILDING PERMIT CHECKLIST**

When you submit your building permit application for a commercial project, you should use the following checklist to determine if your application submittal is complete. Only complete applications will be accepted for processing. Also, see the “Starting a Business in St. Lucie County” checklist.

ITEM	HOW MANY?	COMMENTS
<b>Zoning Compliance</b>	1	Before you purchase or lease a proposed business or property, obtain a zoning compliance/use permit to ensure that your intended use or building is consistent with the current zoning designation on the property.
<b>Approved Site Plan</b>	3 Sets	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 Planning Dev Services stamp of approval. Please contact Planning Dev Services at 772-462-2822.
<b>Health Department Septic Permit</b>	1	If you are planning to use or expand an existing or construct a new septic system, you must first obtain Health Department approval for the system. All floor plans and all surveys must bear the original Health Department approval stamp. Please contact the Health Department at 772-873-4931.
<b>Health Department Food Establishment Permit</b>	1	Floor plans for all new, renovated and remodeled Department of Health regulated food facilities must bear the original Health Department approval stamp. Please contact the health Department at 772-873-4931.
<b>Fire Department Permit</b>	1	All commercial buildings or projects that in any way serve the public require approval from the Fire Department. Specific requirements may apply to your project that may all impact the cost of your construction. Please contact the Fire Department at 772-621-3322.
<b>ADA Handicap 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 and providing handicap-parking facilities.

<b>Building Permit Application</b>	1	A <b>completely filled out</b> building permit application must be submitted, including all required information and enclosed forms. The application must be signed and notarized.
<b>Recorded Warranty Deed</b>	1	If the property has been purchased within the last six months, the Property Appraiser records may not be up-to-date. In this case we must see a recorded warranty deed in your name to verify ownership.
<b>Surveys</b>	3	Surveys are required for all building permits involving a primary structure and for all accessory structures with a construction value exceeding \$10,000. The surveys must be signed & sealed by a registered Florida surveyor. All copies must be stamped by the Health Department if a septic permit is required.
<b>Notice of Commencement</b>	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.
<b>Subcontractor Agreement</b>	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. <b>The use of unlicensed contractors is strictly prohibited.</b>
<b>Energy Calculation Forms &amp; Manual N</b>	3 of each	All forms must bear the original signatures of both the creator and the contractor.
<b>Wind Load Calculation Form</b>	3	This form needs to be signed & sealed by a Florida registered engineer or architect.
<b>Filled Lands Affidavit</b>	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 storm water drainage and runoff.
<b>Construction Plans Printed Electronic</b>	<b>3 sets 2 sets</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 maximum size is 24 by 36 inches. All sets need to be signed and sealed by a Florida registered engineer or architect and include truss plans. 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. For more information please contact our Building & Code Regulations Division at 772-462-1553.

<b>Vegetation Removal Permit Application</b>	1	Applies to all commercial & industrial projects. A completed, signed, and notarized <b>vegetation removal application</b> must be submitted with the building permit application. A <b>vegetation removal plan</b> is required, including plans for preservation, re-planting, and tree mitigation, as applicable. Please also include a <b>survey</b> and a copy of the <b>landscape plan</b> , signed and sealed by a registered Landscape Architect. For more information, please contact the Environmental Resources Department at 772-462-2526.
<b>Landscaping and Parking Plan</b>	3	Two copies of the landscape plan signed & sealed by a registered Landscape Architect and two copies of the parking plan with adequate off-street parking facilities for the use of occupants, employees, visitors, and patrons. Certain uses must be provided with adequate off-street loading facilities.
<b>Product Review Affidavit</b>	3	The Engineer or Architect 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 correctly and signed and sealed. The actual design pressures must be noted on the sealed drawing for each component opening.
<b>Owner/Builder Affidavit</b>	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 before our Planning Technicians to sign the affidavit.
<b>Storm Water Permit</b>	1	If the proposed construction exceeds 4,000 square feet of impervious surface, you are required to obtain a Storm Water Permit from the Public Works Water Quality Division. Please call 772-462-1553 for more information.
<b>Driveway Permit</b>	1	When you directly access a State or County road, you are required to obtain a driveway permit from the appropriate jurisdiction.
<b>Flood Elevation Certificate</b>	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 above 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 any questions, you are encouraged to ask our staff in the Code Compliance Division. Please call 772-462-1553 for further information.