



**PLANNING & DEVELOPMENT SERVICES DEPARTMENT**  
**Checklist for Conversion of a Residential**  
**Structure to Commercial Use**



When you submit your building permit application for the conversion of a residential structure to commercial use, you should use the following checklist to determine if your application submittal is complete. Only complete applications will be accepted for processing. See also the “Starting a business in St. Lucie County” checklist.

ITEM	HOW MANY?	COMMENTS
<b>Zoning Compliance/Use Permit</b>	1	Before you purchase or lease the property and before you submit the building permit application, you should obtain a zoning compliance to ensure that your intended activity is consistent with the current zoning designation of the property. The building inspection will also provide you with information on all structural work necessary to obtain a final inspection. This is also the first step in obtaining an occupational license. Please contact the Code Compliance Division at 772-462-1553 for further information.
<b>Building Permit Application</b>	1	A completely filled out building permit application must be submitted, including all required information and enclosed forms. The application must be signed by the applicant and notarized.
<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>Construction Plans</b>	3 sets Minimum size: 18”x24” Maximum size: 24”x36”	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. All three sets need to be signed and sealed by a Florida registered engineer or Architect and include truss plans. All floor plans must be stamped by the Health Department, if a septic permit is required. Please contact the Code Compliance Division at 772-462-1553 for more specific information.
<b>Survey</b>	2	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. Interior renovations only are exempt from the survey requirement, but must instead submit a plot plan to scale showing all existing structures as well as all setbacks and dimensions. All surveys must be stamped by the Health Department if a septic permit is required.

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<b>Product Review Affidavit</b>	3	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.
<b>Fire District Approval</b>	1	The St. Lucie County Fire District must review and approve all commercial structures to be built or renovated. Please consult the Fire District for any specific requirements that would apply to your property. Some of these may impact the cost of your conversion. Please contact the Fire District at 772-462-8306.
<b>Road Impact Fees</b>		The difference in the amount of Road Impact Fees due to the conversion from a residential to a commercial use will be payable at the time the building permit and zoning compliance is issued.
<b>Subcontractor Forms</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. The use of unlicensed contractors is strictly prohibited.
<b>Energy Calculation Form Manual N</b>	3	All forms must bear the original signature and seal of the <u>creator</u> and the <u>contractor</u> .
<b>Wind Load Calculation Form</b>	3	This form certifies that the construction meets the State Hurricane requirements and it must be signed and 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>Recorded Warranty Deed</b>	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.
<b>Health Department Septic Permit or Utility Company Approval</b>	3	If you are planning to use or expand an existing septic system, or install a new one, you must first obtain Health Department approval for the system. All floor plans and all surveys must bear the original Health Department approval stamp. 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.

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<b>Utility Company Approval</b>	1	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>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 building permit technicians to sign the affidavit.
<b>American Disabilities Act</b>		The requirements of the American Disabilities Act apply to any use or structure or business that serves the public. Federal Law requires you to remove all barriers that would restrict access to a person with disabilities. This includes restroom facilities and handicap parking facilities. For more information, please contact the Building Division at 772-462-1553.
<b>Vegetation Removal Permit</b>	1 Please include a set of construction plans	Applies to all residential properties and commercial properties. A completely filled out vegetation removal application must be submitted with the building permit application. A set of construction plans must accompany the application.  A specific plan for tree removal or preservation is required. Any questions need to be directed to the Environmental Resource Department at 772-462-2526.
<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 the 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.