



Planning & Development Services Department Residential Building Permit Checklist



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(s) and the signatures must be 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 or Architect and include truss plans. Both sets of plans must be stamped by the Health Department, if a septic permit is required.
Vegetation Removal Permit Application	1	All residential properties of any size require a completed, signed, and notarized vegetation removal application. A vegetation removal plan is required, including plans for preservation, re-planting, and tree mitigation as applicable. A survey and a landscape plan (if applicable per Land Development Code Sections 7.09.03 & 7.09.04.1) must accompany the application. If you have any questions please contact the Environment Resources Dept at 772-462-2526.
Surveys	2	Surveys are required for all building permits involving a primary structure or for accessory structure with a construction value exceeding \$10,000. All copies must be stamped by the Health Department if a septic permit is required. The surveys must be signed &/sealed by a registered Florida surveyor.
Lot Splits Non Conforming Lots of Record (NCLOR)		Any parcel or parcels not meeting the minimum requirements of the lot size and dimensional requirements must be reviewed by the Zoning Department. Any division of property not subject to Site Plan review through the Growth Management Department will require review by the Zoning Department. Please contact 772-462-1553.
Wind Load Calculation Form	2	This form must be signed/sealed by a Florida registered Engineer or Architect

ITEM	HOW MANY?	COMMENTS
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 each	Both forms must bear the original signatures of both the creator and contractor.
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 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 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.
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.