



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND CODE REGULATIONS DIVISION**



Are you planning to start a business in St. Lucie County?

Are you planning to build?

Are you planning to renovate?

Please Read the following before proceeding!

When you are preparing to submit a 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 cover every situation, it will cover most. If you have any questions, you are encouraged to ask our staff in the Building and Code Regulations Division. Please visit or call 772-462-1553.

ITEM	COMMENTS
Planning & Zoning	Please 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 and Code Regulations Permitting Department at 772-462-1553 for more information.
Health Department Septic Permit	If you are planning to utilize or expand an existing septic system or install a new one, you must first obtain Health Department approval for the system. For building permit application purposes, all copies of the survey and the proposed floor plan must bear the original Health Department approval stamp. Please contact the Health Department at 772-873-4931 for more information.
Utility Company Approval	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.
Fire District Approval	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.
Handicap (ADA) Requirements	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.

ITEM	COMMENTS
Building Permit Application	If you are planning any new construction or renovation, you must first submit a building permit application to the SLC Building and Code Regulations Division. It must be completely filled out including all required information and enclosed forms. The application must be signed and notarized per instructions. One subcontractor agreement with original signature is required for each subcontractor on the job. The building permit cannot be issued until it is determined that all contractors and subcontractors are properly licensed and registered. The use of unlicensed contractors is strictly prohibited. For more information please call 772-462-1553.
Approved Site Plan	If the proposed construction entails a drive-thru 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 site plans must bear the Planning and Development Services stamp of approval. For more information please call 772-462-2822.
Construction Plans	All proposed construction must be accurately shown on plans including but not limited to electrical wiring, plumbing, heat/air-conditioning, gas piping, windows, and doors. Three (3) signed and sealed copies of plans, prepared by a Florida registered engineer or Architect, are required. The maximum size for construction plans is 24" x 36". Two (2) CD copies of all plans in PDF format must also be provided. For more information please contact the Code Building & Regulations Division at 772-462-1553.
Recorded Warranty Deed	If the property has been purchased within the last 6 months, the property appraiser records may not be updated. To prove ownership, we must see a recorded warranty deed in your name.
Survey	Surveys are required for all building permits involving construction of a primary structure and for all accessory structures with a construction value exceeding \$10,000. A survey must be signed and sealed by a registered Florida surveyor. Please see our survey requirement guide for specific requirements.
Notice of Commencement	A recorded Notice of Commencement for all construction with a value exceeding \$2500.00 must be submitted to the Building & Code Regulations Division with your application or prior to scheduling 1 st inspection.
Impact Fees	A new or changed use of a property or business may result in payment of impact fees to account for a more intense use.
Owner/Builder Affidavit	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 Techs in the Permitting section to sign the affidavit.
Vegetation Removal Permit	For all commercial properties, a completely filled out vegetation removal or exemption application must be submitted with the building permit application. Please include a copy of the survey with proposed construction and a specific plan for removal and preservation. For information please contact the Environmental Resources Department at 772-462-2531.
Driveway Permit	When you directly access a State or County road, you must obtain a driveway permit from the appropriate jurisdiction.