

PLANNING & DEVELOPMENT SERVICES
BUILDING AND CODE REGULATIONS

Commercial Building Permit Checklist

When you upload your permit documents in unlocked **pdf format** for a commercial building permit, you should use the following checklist to determine if your submittal is complete. Only complete submittals will be accepted for processing. Please call our staff in Building and Code Regulations at 772-462-1553 if you have any questions.

ITEM	COMMENTS
<u>Please Note</u>	All information is to be submitted in digital format through the CSS Portal with verifiable digital signatures, where applicable.
Zoning Compliance	Prior to leasing or using a proposed business or property, it is recommended you check with the Zoning Department or Business Navigator to ensure that your intended use of the building is consistent with the current use designation on the property. For home occupation verification, please call 772-462-1553. For commercial verification, please call 772-462-2822
Approved Site Plan	If the proposed construction entails a drive through or if the proposed building exceeds 6000 square feet, obtain site plan approval prior to a building permit submittal. All such site plans must bear the Planning and Development Services stamp of approval. Please contact Planning and Development Services at 772-462-2822 for more information.
County Health Department Septic Tank Permit	If you are planning to use a new or existing septic tank, or if you are adding bathrooms, you must obtain Health Department approval for the system. Documentation showing the original Health Department approval stamp must be included.
County Health Department Food Establishment Permit	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 for more information.
County Fire Department	All commercial buildings or projects require approval or exemption from the Fire Department. Specific requirements may apply to your project that may impact the cost of your construction. Please contact the Fire Department at 772-621-3322 for more information as they are a separate entity.

<p>ADA Requirements</p>	<p>Federal Law require you to comply with the American with Disabilities Act. As a part of construction or alteration, modifications may be required. This includes restroom facilities, accessible routes and providing accessible parking facilities.</p>
<p>Notice of Commencement</p>	<p>A recorded Notice of Commencement for all construction with a value exceeding \$2,500 and any mechanical work exceeding \$15,000 must be filed with the County and posted on the jobsite prior to the first inspection.</p>
<p>Recorded Warranty Deed</p>	<p>If the property has been purchased within the last six months, the Property Appraisers records may not be up to date. In this case, please provide a recorded warranty deed in the owner's name to verify ownership.</p>
<p>Subcontractor Agreement</p>	<p>A notarized subcontractor agreement with original signature is required for <u>each</u> 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 prohibited. A separate subcontractor agreement is required for each trade involved in the project from licensed contractors or the owner builder.</p>
<p>Energy Calculation Forms & Required Manuals</p>	<p>All forms must bear the signatures of both the creator and the contractor. This is required by the Florida Energy Conservation Code</p>
<p>Wind Load Calculations</p>	<p>Wind load certification, when applicable, is required on the sealed plans or on a separate form. This form must be signed and sealed by a Florida Registered Engineer.</p>
<p>Survey</p>	<p>Surveys are required for all building permits creating or expanding a primary structure, and for all accessory structures with a construction value exceeding \$10,000. A registered Florida surveyor must digitally /seal the surveys. All copies must be stamped by the Health Department, if septic system work is involved.</p>
<p>Filled Lands Affidavit</p>	<p>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 to not adversely impact their neighbor's properties with storm water drainage and runoff.</p>
<p>Electronic Documents</p>	<p>All proposed construction must be accurately shown on the plans including but not limited to building, electrical, plumbing, heating and air conditioning, gas piping, windows, and doors. When required, plans must be digitally signed and sealed by a Florida Registered Architect or Engineer and include truss plans. Health Department approval is mandatory if a septic system is required.</p>

<p>Landscaping and Parking Plan</p>	<p>For other than site plan approved projects, when a landscape plan is required to be signed and sealed by a Registered Landscape Architect, a parking plan with adequate off-street parking facilities is required. Off-street parking is for the use of occupants, employees, visitors, and patrons. Certain occupancies must be provided with adequate off-street loading facilities.</p>
<p>Vegetation Removal Permit</p>	<p>For any vegetation removal or clearing of land a vegetation removal permit is required. This applies to all commercial and industrial projects. A complete, signed, and notarized vegetation removal application must be submitted with the building permit submittal. A vegetation removal plan is required including plans for preservation replanting and tree mitigation as applicable. Also, indicate all the changes on a survey and a copy of the landscape plan signed and sealed by a Registered Landscape Architect. For more information, please contact the Environmental Resources Department at 772-462-2526.</p>
<p>Product Approval Affidavit</p>	<p>The Engineer of Record must certify all components listed on the product approval affidavit and the submitted plans. To be accepted for review, this Affidavit must be complete, digitally signed and sealed. The actual design pressures must be noted on the sealed drawings for openings, fenestrations, components, cladding and roofing.</p>
<p>Owner/Builder Affidavit</p>	<p>When the applicant applies under the owner builder provisions of chapter 489.103(7), F. S. the applicant for the building permit must personally appear before our permit technicians to sign the permit application. Subcontractor agreements are in addition to this section.</p>
<p>Stormwater Permit</p>	<p>If the proposed construction exceeds 4,000 square feet of impervious surface, you are required to obtain a Stormwater Permit from the Public Works/Engineering. Please call 772-462-1707 for more information</p>
<p>Driveway Permit</p>	<p>To connect to a State or County Road, you are required to obtain a driveway permit from the appropriate jurisdiction such as FDOT or St. Lucie County. Please call Public Works/Water Quality @ 772-462-1435 for more information.</p>

<p>Flood Elevation Certificate</p>	<p>If your property is located within a designated flood zone or seaward of the CCCL, you are required to file the following: Formboard Survey and Flood elevation certificates as shown below digitally signed and sealed by a Florida Registered Surveyor:</p> <ol style="list-style-type: none"> 1. Formboard survey for approval prior to placement of concrete. 2. Under Construction Flood Elevation Certificate, no later than 21 days following the placement of concrete. 3. Under Construction Flood Elevation Certificate, upon placement of the lowest horizontal structural member. 4. Final Elevation Certificate upon completion of the work showing all required information, photos, and documentation.
<p>V- Zone Design Certificate</p>	<p>If your property is in a V-zone and/or seaward of the CCCL, a V-zone design certificate must be digitally signed and sealed by the Designer of Record and received with the plans for review.</p>

NOTES:

- ❖ Additional information beyond that contained in the above checklist may be required 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.