



Building & Code Regulation Division
CHECKLIST FOR SINGLE-FAMILY RESIDENCE
PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application: <https://stluciecountyfl-energovpub.tylerhost.net/Apps/SelfService#/home>

- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor/Owner-Builder information
- Architect/Engineer's information
- Description of work
- Sq. footage of living space, non-living space, and a total for the proposed residence
- Number of stories, number of bedrooms
- Utility Provider
- Septic tank Health Department permit #, where applicable
- Valuation
- Notarized Contractor/Homeowner builder signature, where applicable

PLANS AND DOCUMENTS – Provide digitally signed & sealed files:

- Sub-contractor permit applications
- Filled Lands Affidavit
- Mechanical Equipment Sizing Calculations (Manual J)
- Energy codes (must be completed and signed on the front and display page)
- Digital signed and sealed plot plan survey showing the house. (Must be signed and sealed by a licensed surveyor.)
- Drainage plan per Land Development Code, for infill lots only.
- Utility Approvals must be acquired before submitting.
- Health Department and abandonment of easement paperwork, if applicable.
- Property owner affidavit if the contractor is applying for the permit.
- Truss cut sheets are digitally signed and sealed. (Deferred Submittals shall be listed on the plans)
- Product Approval's Highlighted/Marked Up with proposed products.
- Original Digitally stamped signed and sealed plans (BINDER SET). Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing, uploaded to the Online Contractor/Owner Builder EnerGov Portal
- Truss layout reviewed and approved by the architect/engineer.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting before scheduling the first inspection.)

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- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing the homeowner's name from the property appraiser's website must be submitted, along with the Homeowner Board Affidavit.**
- **Private Providers:** Private Providers must submit a notice to the Building Official, a Compliance Affidavit, and a list of licenses for plan examiners and inspectors. (Note: the application must be stamped "Private Provider".)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a supervisor.