

COUNTER CHECKLIST FOR NEW COMMERCIAL BUILDINGS

Part 1 – APPLICATION		Part 2 – PLANS & PAPERWORK	
	Project Name		<i>All four sets of plans shall be securely stapled. All four sets must be complete and match</i>
	Date		4 Sets of signed, Sealed Plans
	Permit # and C Number		4 Copies Manual N & Energy Codes & Load Calculations
	Property Address (must have complete address obtained from GIS)		Form for Windload Calculations
	Section, Block, and Lot (attach legal desc. If lengthy)		4 Sets of Approved Site Plan w/ Eng. Approval
	Tax Folio #		Sub-Contractor permits ****
	Owners Name, Address and Telephone #		2 Copies of Certified Recorded N.O.C. ****
	St Lucie West Approval if applicable		ADDRESS SHEET FROM MIS/GIS
	Contractor Name, Address, Tel. #, Fax #, Email address		
	Architect/Eng. Name, Address, Tel #, Fax #		****Can be turned in at application submittal or before work commenced
	Mortgage Lender Name and Address		
	Class of Work		All new Commercial Projects must be approved by Planning and Zoning and Eng. before you can apply for a building permit
	Description of Work (detailed)		
	Valuation of Work		
	Square Footage Total & By Occupancy Type		
	Type of Construction		
	Occupancy Group		
	# of Stories		
	Sprinklered/Un-sprinklered Indicated		
	Shell Building Indicated		
	Plan Review Fee Paid/ Application Received by		
	Water/Sewer type and Provider indicated		
	2 Copies of Health dept permit if applicable		
	Notarized Signature of Contractor/HOB		
	Contr. Comp Card #, State lic. #, Exp. Date		

This Checklist is for Building Department Use Only
 Additional Documents may be required, no general exceptions allowed. Any exceptions must be approved by a Supervisor

Revised 3/30/06 tjt