



Building Department CHECKLIST FOR CARE FACILITY IN A DWELLING

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information(if applicable)
- Care Facility type
- Changes to the floor plan
- Neighborhood Service Department approval
- Notarized Contractor/Homeowner builder signature
- **If work is taking place:** Notarized Contractor signature, AND the notarized signature of the owner.**
- **If no work is taking place:** A completed permit AND Owner Builder Affidavit*** signed by the listed owner**.

PLANS AND DOCUMENTS:

- Neighborhood Services Department approval
- Digital copy of original approved plans.
- Digitally signed and sealed plans for any work affecting framing, electrical, A/C or plumbing will be required.
- Digitally signed and sealed fire protection plans. **Not required for daycare facilities.**
- Saint Lucie County Fire District fire sprinkler/fire alarm application, if applicable.
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****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 HOB Affidavit.**
- If the listed owner is not an individual, the application must be signed by an authorized agent as listed on www.sunbiz.org.

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.