

**CITY OF  
PORT ST LUCIE  
ENGINEERING DEPT.**

**Commercial Inspection  
Scheduling Process**



(772) 871-5177 phone  
(772) 871-5289 fax  
\*TDD phone for hearing  
impaired (772) 344-4222

Office Hours are:  
Monday - Friday  
8:00 am to 5:00 pm  
\*Unless City recognized holiday

# INSPECTIONS SCHEDULING



**Request a Commercial Stakeout,  
Driveway or Final Swale:**

1. Engineer of Record (EOR) must call the main number (772) 871-5177 to request an inspection.
2. You will need the P & Z project # and type of inspection you are requesting.
3. We require 1 business days notice prior to date you wish to have inspection completed. Inspections can be called in between 8:00 am and 4:00 pm. Our hours for inspections are 8:00 am to 3:00 pm. Stakeouts will be completed in approximately 10 business days.
4. Inspection results: EOR must call in after 4:00 pm to get results for driveway and final swale.
5. **If rejected, any fee imposed must be paid prior to rescheduling.** Rejection fees can be paid during regular business hours.

\*\*Please note that if an inspection is rejected, there will be a 1 business day delay before the job can be reinspected.

**Request Commercial Inspection  
(Other than Driveway and  
Final Swale) Ex. Drainage,  
Concrete, Pavement Subgrade,  
Pavement Base, Asphalt, Final:**

1. EOR must call the main number (772) 871-5177 to request an inspection, **and be present on the job site for the inspection.**
2. You will need the P & Z project # and type of inspection you are requesting.
3. We require 1 business days notice prior to date you wish to have inspection completed. Inspections can be called in between 8:00 am and 4:00 pm. Our hours for inspections are 8:00 am to 3:00 pm.
4. Inspection results are given to EOR on the job site.
5. **If rejected, any fee imposed must be paid prior to rescheduling.** Rejection fees can be paid during regular business hours.

\*\*Please note that if an inspection is rejected, there will be a 1 business day delay before the job can be reinspected.

Should you have any questions regarding this procedure please feel free to call our office and speak to a Customer Service Representative at (772) 871-5177.

**THIS IS PHASE 1 OF OUR COMMERCIAL  
INSPECTION SCHEDULING SYSTEM.**

**FUTURE ENHANCEMENTS SUCH AS WEB  
ACCESS ARE UNDER CONSIDERATION.**