



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Aluminum/Screen Enclosure Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable - for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Commercial/Residential
<ul style="list-style-type: none"> • Description of the proposed work
<ul style="list-style-type: none"> • Type of enclosure
<ul style="list-style-type: none"> • Pan roof
<ul style="list-style-type: none"> • Dimensions
<ul style="list-style-type: none"> • Existing slab/new slab
<ul style="list-style-type: none"> • Size of footing
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • Plans signed and sealed by a licensed Architect/Engineer
<ul style="list-style-type: none"> • In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects
<ul style="list-style-type: none"> • As-built showing the location of the enclosure
<ul style="list-style-type: none"> • Layout
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • If the permit request is for a commercial project and the enclosure is not on the original site-plan, approval from Planning and Zoning will be required.
<ul style="list-style-type: none"> • Concrete slab specifications must be noted on the permit application if concrete is being poured. (A separate Concrete Slab Permit will not be required.)
<ul style="list-style-type: none"> • Aluminum/Screen Enclosure Permits must be submitted with the Pool Permit, if the enclosure will be used as a Child Safety Barrier.
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.