



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Commercial Low Voltage 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
<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"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • Type of low voltage
<ul style="list-style-type: none"> • Detailed description of work
<ul style="list-style-type: none"> • Detailed location
<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). Note: Must be submitted as one single file, not multiple pages.
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued at \$2500 or more. (The NOC must be submitted to the Building Department prior to scheduling the first inspection.)
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.

Updated 10/17/19 YP