



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

### Counter Checklist for Commercial Tenant Improvement Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
• Permit number and pin number, C# if applicable
• Property address
• Legal description
• Owner’s information
• Business owner’s information
• Contractor’s information
• Architect/Engineer’s information
• Description of proposed work
• Special conditions
• Business name
• Tenant improvement/change of occupancy/shell permit
• Class of work
• Health department
• Sprinkler system
• Number of stories
• Elevator
• Occupancy group
• Total square footage of the building
• Water/sewer type and provider
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies
• Approval from Planning and Zoning, Engineering and the Utilities Department, if applicable
• Plans signed and sealed by a licensed Architect/Engineer
• 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.
• Manual N, Energy Codes and Load Calcs, if applicable
• Wind load calculation form, if applicable
• 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.)
<b>NOTES:</b>
• All sets of plans must coincide with one another and must be securely stapled.
• Products approvals must be superimposed on each set of plans.
<b>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.</b>