



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

### Counter Checklist for Concrete Slab Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable - for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Architect/Engineer’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Commercial/Residential</li> </ul>
<ul style="list-style-type: none"> <li>• Dimensions</li> </ul>
<ul style="list-style-type: none"> <li>• Footing/footing size, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Reinforcement information, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Location of slab</li> </ul>
<ul style="list-style-type: none"> <li>• Future use of slab</li> </ul>
<ul style="list-style-type: none"> <li>• Does the slab abut the main structure</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies
<ul style="list-style-type: none"> <li>• Property survey showing the location of the slab</li> </ul>
<ul style="list-style-type: none"> <li>• Footing detail form, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Form board survey, for structural slabs only</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>• If the permit request is for a commercial project, an approved site-plan showing the proposed work must be attached</li> </ul>
<ul style="list-style-type: none"> <li>• If the slab is being poured for an Aluminum Enclosure, a separate Concrete Slab Permit is NOT required and can be included in the Aluminum Enclosure Permit.</li> </ul>
<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>

Updated 10/17/19 YP