



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT  
Counter Checklist for Construction/Sales Trailer 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>• Size of trailer</li> </ul>
<ul style="list-style-type: none"> <li>• Sub-permits, if applicable</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>• Planning and Zoning approval, if the permit request is for a sales trailer</li> </ul>
<ul style="list-style-type: none"> <li>• Tie down information (anchoring)</li> </ul>
<ul style="list-style-type: none"> <li>• Sub-contractor permit applications, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Property survey/site-plan showing the location of the trailer</li> </ul>
<ul style="list-style-type: none"> <li>• Signed and sealed plans for all site construction including but not limited to, handicap access, entrance stairs, decks, facades and any other site-built or installed components for the sales trailer.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Utilities Department approval, if plumbing or sewage will be connected</li> </ul>
<ul style="list-style-type: none"> <li>• Fire Marshall form, if the permit request is for a sales trailer</li> </ul>
<ul style="list-style-type: none"> <li>• Floor plan, if the permit request is for a sales trailer</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>• Storage boxes, Conex boxes and PODS are not considered a sales trailer.</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>