



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Dock 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"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • Size of the dock
<ul style="list-style-type: none"> • Proposed 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) for commercial projects
<ul style="list-style-type: none"> • Plot plan showing the location of the existing residence and the side and rear setbacks complying with the City Ordinance.
<ul style="list-style-type: none"> • Approval letters from the Army Corps of Engineers, Florida Department of Environmental Protection and the South Florida Water Management District.
<ul style="list-style-type: none"> • Mean high water lines with the distant to the dock
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Docks are permitted on vacant property unless the lot is zoned “RE” and a special exception use has been granted.
<ul style="list-style-type: none"> • If the proposed dock will extend more than 5’ into any canal or waterway, the drawing shall include the width of the surface (bank to bank). An aerial photo may be used in most cases.
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