CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2016

COUNTER CHECKLIST FOR EXPRESS HOME PERMITS

(PLAN REVIEW) INITIAL EXPRESS HOME REVIEW SUBMITTAL	(PERMITTING) SUBMITTAL OF SINGLE FAMILY EXPRESS PERMIT APPLICATION
CONTRACTORS MUST SUBMIT A FULL DIGITAL PERMIT PACKAGE TO PLANREVIEW@CITYOFPSL.COM, PACKAGE SHALL INCLUDE:	CONTRACTOR SHALL APPLY FOR ALL SINGLE FAMILY EXPRESS PERMITS ELECTRONICALLY BY SUBMITTING THE FOLLOWING DOCUMENTS TO PERMITTING@CITYOFPSL.COM:
• ELECTRONIC SINGLE FAMILY EXPRESS HOME REVIEW APPLICATION	• SINGLE FAMILY RESIDENTIAL PERMIT APPLICATION, INCLUDING THE APPROPRIATE EXPRESS HOME NUMBER.
• FULL SET OF ELECTRONICALLY SEALED AND UNLOCKED PLANS	• MINIMUM PERMIT FEE PLUS $25 PLAN REVIEW FEE PER PERMIT SUBMITTAL (PAID TO PERMITTING)
• SIGNED TRUSS DRAWINGS	• APPLICABLE PRE-APPROVED IMPACT FEE CREDITS
• ENERGY CODE AND MANUAL J	• SIGNED AND SEALED SURVEY/SITE PLAN
• $200 FEE, PER SUMITTAL, SHALL BE PAID TO THE PLAN REVIEW DIVISION	• EXPRESS HOME PERMIT AFFIRMATION FORM SIGNED BY THE DESIGN PROFESSIONAL
• ALL ITEMS MUST BE SUBMITTED AS THE WORST CASE SCENERIO INCLUDING THE ENERGY CODE AND MANUAL J.	• SUB-CONTRACTOR PERMIT APPLICATIONS
	• UTILITIES RECEIPT
	• ENGINEERING DEPARTMENT SITE PLAN AND ELEVATION SHEET
	• NOTICE OF COMMENCEMENT

THIS CHECKLIST IS FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.