



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT  
Counter Checklist for Garage Conversion 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> <li>• Property address</li> <li>• Legal description</li> <li>• Owner’s information</li> <li>• Contractor’s information</li> <li>• Architect/Engineer’s information</li> <li>• Total square footage prior to the conversion</li> <li>• Total square footage after the conversion</li> <li>• Future use of converted garage space</li> <li>• If the property is on City Sewer, the account number must be provided on the application, if the permit request is for a room addition and the house is on a septic system, approval from the Health Department is required.</li> <li>• Overhead garage door to remain</li> <li>• Will the conversion include electrical, plumbing, a/c work, etc.</li> <li>• Valuation</li> <li>• Application date and received by, for office use only</li> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies
<ul style="list-style-type: none"> <li>• Plans signed and sealed by a licensed Architect/Engineer with the Product Approvals and Wind Load forms superimposed onto the plans, if applicable</li> <li>• In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects</li> <li>• Sub-contractor Permit Applications, if applicable</li> <li>• Truss shop drawings on 8 ½” x 11” paper sealed, if applicable</li> <li>• Signed Energy Codes, if applicable</li> <li>• Manual J, if the space will include air conditioning</li> <li>• Floor plan of the converted space</li> <li>• Health Department approval, for well and septic only</li> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>• The Plans Examiner may request an as-built survey at their discretion.</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>