



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Garden Structure 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"> • Commercial/Residential
<ul style="list-style-type: none"> • Size
<ul style="list-style-type: none"> • Type (Pre-fabricated or site-built)
<ul style="list-style-type: none"> • Manufacturer
<ul style="list-style-type: none"> • Type of pad (concrete, wood, etc.)
<ul style="list-style-type: none"> • Size of slab, if applicable
<ul style="list-style-type: none"> • Footing size, if applicable
<ul style="list-style-type: none"> • Anchoring kit
<ul style="list-style-type: none"> • Number of pre-existing garden structures on the property, if any
<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 or Product Approvals
<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/Property Survey
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Commercial projects require approval from Planning and Zoning if an original site-plan is not available.
<ul style="list-style-type: none"> • Garden Structure Permits are required for commercial sites or if the structure is over 8’x8’ on a residential property.
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.