



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Gas 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"> • Fuel type
<ul style="list-style-type: none"> • Source (tank/meter)
<ul style="list-style-type: none"> • Total BTU’s
<ul style="list-style-type: none"> • Total length of piping
<ul style="list-style-type: none"> • Inlet pressure
<ul style="list-style-type: none"> • Type of piping
<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"> • Riser diagram (include the type of pipe, length, size and BTU’s for each appliance and regulator location).
<ul style="list-style-type: none"> • Property survey/plot plan showing locations
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Gas tank change-out for gas station do not require a permit and must go through the Fire Department.
<ul style="list-style-type: none"> • Combustion, ventilation and dilution air shall be provided per FBC 304 (gas).
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