



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for In-ground Spa/Hot Tub Modification & Renovation 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 • Property address • Legal description • Owner’s information • Contractor’s information • Commercial/residential • Barrier type • Removal or replacement of patio deck in excess of 20 sq. ft. • Adding any sq. ft. to existing patio deck • Change of pool lighting • Adding/relocating/replacing/reconfiguring any safety features • Removal/replacement of screen enclosure • Replacement of pool pump motor that requires wiring and or breaker change or circuit modification • Replacement or modification of pool drainage system and or recirculation system • Description of work • Valuation • Application date and received by, for office use only • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • Electrical Sub-contractor Permit, if applicable • Plans signed and sealed by a licensed Architect/Engineer • In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Items not listed on this checklist may require a permit and will be determined by Plan Review.
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.