



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist Insulation Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
• Permit number and pin number, C# if applicable – for office use only
• Property address
• Legal description
• Owner’s information
• Contractor’s information
• Architect/Engineer’s information
• Commercial/residential
• Type of insulation
• R-value of ceiling and wall
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
• Recorded Notice of Commencement for work valued more than \$2500
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