



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for Commercial Building Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Project name / Zoning ID # P- (if applicable)
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable
<ul style="list-style-type: none"> • Property Address and legal description
<ul style="list-style-type: none"> • Owner’s and Contractor’s information
<ul style="list-style-type: none"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • St. Lucie West approval
<ul style="list-style-type: none"> • Detailed description of work and special conditions
<ul style="list-style-type: none"> • Name of business
<ul style="list-style-type: none"> • Health Department number
<ul style="list-style-type: none"> • Fire sprinklers
<ul style="list-style-type: none"> • Number of stories
<ul style="list-style-type: none"> • Elevator
<ul style="list-style-type: none"> • Occupancy group
<ul style="list-style-type: none"> • Total sq. ft. of the building and
<ul style="list-style-type: none"> • Water/sewer type
<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"> • Approval from Planning and Zoning, Engineering and the Utilities Department. (Must have approval prior to submitting for a Commercial Permit.)
<ul style="list-style-type: none"> • 2 sets of plans (24” x 36” minimum), originally signed and sealed by a Florida licensed Architect or Engineer. Product approvals must be superimposed on each set of plans. Plan are to be securely stapled and must coincide with one another.
<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). Note: Must be submitted as one single file, not multiple pages.
<ul style="list-style-type: none"> • Manual N, Energy Codes and Load Calculations, if applicable
<ul style="list-style-type: none"> • Wind Load Calculation Form, if applicable
<ul style="list-style-type: none"> • Site-plan approved by the Engineering Department (original document)
<ul style="list-style-type: none"> • Sub-contractor of record permit applications
<ul style="list-style-type: none"> • Address sheet from MIS/GIS, if applicable
<ul style="list-style-type: none"> • Health Department Permit, if applicable
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued at \$2500 or more. (The NOC must be submitted to the Building Department prior to scheduling the first inspection.)
NOTES:
<ul style="list-style-type: none"> • If general contractor is applying for the permit, the owner’s signature is NOT required.
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.