



**CITY OF PORT ST. LUCIE BUILDING DEPARTMENT**  
**Counter Checklist for Opening Protection/Shutter Permits**

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"><li>• Permit number and pin number, C# if applicable – for office use only</li></ul>
<ul style="list-style-type: none"><li>• Property address</li></ul>
<ul style="list-style-type: none"><li>• Legal description</li></ul>
<ul style="list-style-type: none"><li>• Owner’s information</li></ul>
<ul style="list-style-type: none"><li>• Contractor’s information</li></ul>
<ul style="list-style-type: none"><li>• Commercial/residential</li></ul>
<ul style="list-style-type: none"><li>• Manufactured by</li></ul>
<ul style="list-style-type: none"><li>• Number of openings to shutters</li></ul>
<ul style="list-style-type: none"><li>• Location</li></ul>
<ul style="list-style-type: none"><li>• Type of shutter (accordion, panels, motorized, plywood, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Valuation</li></ul>
<ul style="list-style-type: none"><li>• Application date and received by, for office use only</li></ul>
<ul style="list-style-type: none"><li>• Notarized Contractor/Homeowner builder signature</li></ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies
<ul style="list-style-type: none"><li>• Manufacturer’s specs</li></ul>
<ul style="list-style-type: none"><li>• Product approval</li></ul>
<ul style="list-style-type: none"><li>• Installation instructions</li></ul>
<ul style="list-style-type: none"><li>• Recorded Notice of Commencement for work valued more than \$2500</li></ul>
<b>NOTES:</b>
<ul style="list-style-type: none"><li>• If the shutter is motorized, a separate Electrical Sub-contractor Permit is required.</li></ul>
<ul style="list-style-type: none"><li>• Structural alterations to an opening or wall require Plans signed and sealed by a licensed Architect/Engineer and a separate permit.</li></ul>
<b>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.</b>

Updated 10/17/19 YP