



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Overhead Garage Door 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"> • Manufactured by
<ul style="list-style-type: none"> • Number of doors to be installed
<ul style="list-style-type: none"> • Location
<ul style="list-style-type: none"> • Size
<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"> • Manufacturer’s specifications
<ul style="list-style-type: none"> • Product approval
<ul style="list-style-type: none"> • Installation instructions
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Expiration dates, code additions and design pressures must be highlighted on the product approval.
<ul style="list-style-type: none"> • If the garage door is not hurricane rated, a separate shutter permit may be required.
<ul style="list-style-type: none"> • Alterations to a structural opening or wall requires a “Structural Opening Permit” and Plans signed and sealed by a licensed Architect/Engineer
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.