



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Patio Enclosure 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
• Footing, if applicable
• Footing depth/re-bar size, if applicable
• Square footage of existing patio
• Square footage of patio to enclose
• Future use
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
• 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
• Sub-contractor Permits
• Product Approvals superimposed on all sets of plans, if applicable
• 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.