



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

### Counter Checklist for Phased Construction Permits

<b>PERMIT APPLICATION</b> – 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
• Foundation only request
• Description of proposed work
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies
• Sub-contractor Permits, if applicable
• Site plan
• Foundation plans showing all MEP’s under the slab
• Recorded Notice of Commencement for work valued more than \$2500
<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