



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for Plumbing 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">• Detailed description of the proposed work
<ul style="list-style-type: none">• Detailed location of the work being done
<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">• Plans/drawings (commercial permit request only)
<ul style="list-style-type: none">• Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none">• Residential Plumbing Permits are issued over the counter and can be applied for online by a registered Contractor.
<ul style="list-style-type: none">• Commercial Plumbing Permit request require in-house submittal.
<ul style="list-style-type: none">• Water Heater Permit request must be submitted using the Water Heater Permit Application.
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.

Updated 10/17/19 YP