



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Re-Roof 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"> • Class of work
<ul style="list-style-type: none"> • New roof deck
<ul style="list-style-type: none"> • Cost of construction
<ul style="list-style-type: none"> • Roof type
<ul style="list-style-type: none"> • Roof covering
<ul style="list-style-type: none"> • Roof deck
<ul style="list-style-type: none"> • Wind speed class, if applicable
<ul style="list-style-type: none"> • Manufacturer/product name / product approval
<ul style="list-style-type: none"> • Proposed flashing
<ul style="list-style-type: none"> • Ridge vent
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • Product Approval/Manufacturer’s specs
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • If skylights are being replaced, a separate permit is required at no additional cost.
<ul style="list-style-type: none"> • If the permit request is for new skylights, a separate permit and permit fee is required.
<ul style="list-style-type: none"> • If the permit is for roof repairs, a detailed scope of work and location of improvements must be submitted with the permit.
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.