



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Residential Change of Use 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">• Child Care or Adult Care facility
<ul style="list-style-type: none">• Will the facility be under 24 hour supervision
<ul style="list-style-type: none">• Number of occupants
<ul style="list-style-type: none">• Number of beds
<ul style="list-style-type: none">• Will changes be made to the floor plan
<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">• Neighborhood Services approval
<ul style="list-style-type: none">• Floorplan
<ul style="list-style-type: none">• Fire Marshall form
<ul style="list-style-type: none">• Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none">• If the work being done modifies any electrical, ac, or plumbing work, additional permits will be required.
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 5/15/20 YP