



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Residential Low Voltage Alarm Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none">• Amount of labels
<ul style="list-style-type: none">• Label number
<ul style="list-style-type: none">• Thru
<ul style="list-style-type: none">• Contractor’s information
<ul style="list-style-type: none">• Acknowledgement that the information on the application was read must be initialed
<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">• “Uniform Notice” must be completed with the owner’s and contractor’s information. This form must be signed and notarized.
NOTES:
<ul style="list-style-type: none">• The “Uniform Notice” will only be accepted once a permit number and label number has been assigned following the receipt of the Residential Low Voltage Permit application.
<ul style="list-style-type: none">• The “Uniform Notice” can be emailed or faxed to the Permit Division and the permit number is emailed to the Contractor within 2 business days.
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 7/13/2018 YP