



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Residential Remodel 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"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • Square footage of remodeled space
<ul style="list-style-type: none"> • Square footage of any additional space
<ul style="list-style-type: none"> • Total of both
<ul style="list-style-type: none"> • Detailed description of proposed work
<ul style="list-style-type: none"> • Future use
<ul style="list-style-type: none"> • Will this remodel require any electrical, plumbing, a/c, etc.
<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"> • Sub-contractor Permits, if applicable
<ul style="list-style-type: none"> • Signed and sealed plans by a licensed Architect/Engineer
<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 permit request is to convert garage space into living space, the permit applicant must use a Garage Conversion Permit Application to submit his/her request.
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.