



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Roof Repair 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"> • Roof type
<ul style="list-style-type: none"> • Roof Pitch
<ul style="list-style-type: none"> • Cost of construction
<ul style="list-style-type: none"> • Roof deck
<ul style="list-style-type: none"> • Existing roof covering
<ul style="list-style-type: none"> • Existing roof covering to be removed
<ul style="list-style-type: none"> • Proposed roof covering
<ul style="list-style-type: none"> • Class
<ul style="list-style-type: none"> • Manufacturer
<ul style="list-style-type: none"> • Product name
<ul style="list-style-type: none"> • Product approval
<ul style="list-style-type: none"> • Proposed flashing
<ul style="list-style-type: none"> • Ridge vent
<ul style="list-style-type: none"> • New/replacement skylights
<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"> • Product Approval
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Shingles are not allowed on roof slopes of less than 2/12 pitch.
<ul style="list-style-type: none"> • If the permit applicant is repairing less than 100 sq. ft., a permit is not 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 10/17/19 YP