



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for Shed, Workshop and Detached Garage 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"> • Size
<ul style="list-style-type: none"> • Manufacturer
<ul style="list-style-type: none"> • Type (pre-fab or constructed on-site)
<ul style="list-style-type: none"> • Type of pad (concrete slab, concrete block, skids, etc.)
<ul style="list-style-type: none"> • Size of slab, if applicable
<ul style="list-style-type: none"> • Footing size, if applicable
<ul style="list-style-type: none"> • Anchoring kit
<ul style="list-style-type: none"> • Other sheds on the property
<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"> • Manufacturer’s specs
<ul style="list-style-type: none"> • Engineer Drawings
<ul style="list-style-type: none"> • Plot plan, As-built survey or Accessory Use Map showing the location of the shed and setbacks
<ul style="list-style-type: none"> • Plans signed and sealed by a licensed Architect/Engineer, if the shed is constructed on-site
<ul style="list-style-type: none"> • In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects
<ul style="list-style-type: none"> • Signed and sealed garage plans with product approvals superimposed on the plans, if the permit request is for a garage or workshop
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Commercial projects require Planning and Zoning approval if the proposed work is not on the original site plan.
<ul style="list-style-type: none"> • Concrete slab specs can be noted on the Shed Permit Application, if concrete will be poured to place the shed on it.
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.