



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Single Family Room Addition 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 living space, non-living space and the total for both
<ul style="list-style-type: none"> • Future use of room addition
<ul style="list-style-type: none"> • City sewer or septic (Note: If the house is on City water, the account number must be provided. If the permit request is for a bedroom addition and the house is on a Septic system, the applicant must provide approval from the Health Department)
<ul style="list-style-type: none"> • Additional work needed
<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 permit applications, if applicable
<ul style="list-style-type: none"> • Truss shop drawings on 8 ½"x11" paper (signed and sealed by a licensed Architect/Engineer)
<ul style="list-style-type: none"> • Signed Energy Codes
<ul style="list-style-type: none"> • Manual J, if space will be air conditioned
<ul style="list-style-type: none"> • Property survey showing the location of the addition
<ul style="list-style-type: none"> • Health Department approval (for well and septic only)
<ul style="list-style-type: none"> • Signed and sealed plans with Product Approval and Wind Load Forms superimposed on the plans
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • The Plans Examiner may request an as-built survey at their discretion.
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