



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

### Counter Checklist for Single Family Residence Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Architect/Engineer’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Type of work</li> </ul>
<ul style="list-style-type: none"> <li>• Model home</li> </ul>
<ul style="list-style-type: none"> <li>• Description of work</li> </ul>
<ul style="list-style-type: none"> <li>• Square footage for living, non-living and total for both</li> </ul>
<ul style="list-style-type: none"> <li>• Number of stories</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation per square footage</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies:
<ul style="list-style-type: none"> <li>• Sub-contractor of Record Permit Applications</li> </ul>
<ul style="list-style-type: none"> <li>• Manual J</li> </ul>
<ul style="list-style-type: none"> <li>• Energy codes (must be completed and signed on the front and display page)</li> </ul>
<ul style="list-style-type: none"> <li>• Plot plan survey showing the house, signed and sealed by a licensed Surveyor.</li> </ul>
<ul style="list-style-type: none"> <li>• Engineering approval (red stamped copy must be submitted unless the permit request is a revision)</li> </ul>
<ul style="list-style-type: none"> <li>• Warranty deed, if homeowner builder</li> </ul>
<ul style="list-style-type: none"> <li>• Utility receipt (must be submitted prior to the permit being issued)</li> </ul>
<ul style="list-style-type: none"> <li>• Health Department and Abandonment of Easement paperwork, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Homeowner Builder Notice, if the owner is applying for the permit</li> </ul>
<ul style="list-style-type: none"> <li>• Property Owner Affidavit, if the contractor is applying for the permit</li> </ul>
<ul style="list-style-type: none"> <li>• Truss cut sheets on 8 ½”x11” paper</li> </ul>
<ul style="list-style-type: none"> <li>• Plans signed and sealed by a licensed Architect/Engineer, with Product Approval and Wind Load Form superimposed on the plans. In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk). Note: Must be submitted as one single file, not multiple pages.</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement</li> </ul>
<ul style="list-style-type: none"> <li>• Truss layout stating it was reviewed and approved by the Architect/Engineer of Record who sealed the house drawings.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>PRIVATE PROVIDERS:</b> Private providers must submit, Notice to the Building Official, Plans Compliance Affidavit and a list of licenses for Plans Examiners and Inspectors. (Note: The application must be stamped “Private Provider”.)</li> </ul>

**NOTES:**

- All items must be verified before issuing the permit.

**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 10/01/19 YP