



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for Structural Damage 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">• Commercial/Residential
<ul style="list-style-type: none">• Description and cause of damage
<ul style="list-style-type: none">• Detailed description of the proposed repair
<ul style="list-style-type: none">• Detailed location
<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">• Plans signed and sealed by a licensed Architect/Engineer with Product Approvals superimposed on to the plans.
<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">• Prescribed method of construction signed and sealed by a Florida State licensed Architect/Engineer. Note: Must be submitted with the Permit Application.
<ul style="list-style-type: none">• Recorded Notice of Commencement for work valued more than \$2500
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