



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT  
Counter Checklist for Structural Opening 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>• Commercial/Residential</li> </ul>
<ul style="list-style-type: none"> <li>• Description of work</li> </ul>
<ul style="list-style-type: none"> <li>• Detailed description of proposed work</li> </ul>
<ul style="list-style-type: none"> <li>• Detailed location of proposed work</li> </ul>
<ul style="list-style-type: none"> <li>• Does this opening involve a fire rated wall</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</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 Permit Applications, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Plans signed and sealed by a licensed Architect/Engineer</li> </ul>
<ul style="list-style-type: none"> <li>• In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects</li> </ul>
<ul style="list-style-type: none"> <li>• Prescribed method of construction signed and sealed by a Florida State licensed Architect/Engineer. Note: Must be submitted with the Permit Application.</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<ul style="list-style-type: none"> <li>• Manual J and Energy Codes, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Truss Cut Sheets and Layout, if applicable</li> </ul>
<b>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.</b>