



**CITY OF PORT ST. LUCIE BUILDING DEPARTMENT**  
**Counter Checklist for Sub-Contractor of Record Verification**

<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>• Name of authorized master permit holder or property owner builder and license #</li></ul>
<ul style="list-style-type: none"><li>• Type of work</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>• The Sub-contractor of Record Application must be submitted with the master permit, if the master permit is issued over the counter. Note: The submittal of this application does not allow the applicant to start any work until the master permit has been issued.</li></ul>
<b>NOTES:</b>
<ul style="list-style-type: none"><li>• All sub-contractor verifications must be received before the Master Permit can be issued.</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>

Updated 10/17/19 YP