



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for Window and Door 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"> • Commercial/residential
<ul style="list-style-type: none"> • Manufactured by
<ul style="list-style-type: none"> • Number of windows/doors
<ul style="list-style-type: none"> • Location of windows/doors
<ul style="list-style-type: none"> • Type of door
<ul style="list-style-type: none"> • Type of window
<ul style="list-style-type: none"> • Impact/non-impact
<ul style="list-style-type: none"> • Structural alteration (Note: Structural Alterations require a Structural Opening Permit and plans signed and sealed by a licensed Architect/Engineer)
<ul style="list-style-type: none"> • Existing shutters (window only)
<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"> • Manufacturer’s specifications
<ul style="list-style-type: none"> • Product approval
<ul style="list-style-type: none"> • Installation instructions
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • A separate “Opening Protection Permit” may be required for non-impact windows.
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