



City of Port St. Lucie
BUILDING DEPARTMENT
Administration Division



"It Starts with a Good Foundation"

Joel A. Dramis, Building Code Administrator

March 17, 2020

UPDATE: Building Department Changes

Dear Contractors and Citizens,

With the health and safety of our employees and customers in mind, the City of Port St. Lucie Building Department will begin implementing the following measures:

Permitting:

- Effective Wednesday, March 18th, Building B's in-person services will temporarily be suspended.
- Due to the Coronavirus, we are implementing a temporary change in policy to allow for ALL work to be submitted electronically. Contractors can submit building permits via email, regular mail or in the free-standing drop box located at the front of Building B. Temporarily, we will allow ALL permit packages to be scanned and emailed. Documents must be submitted as a PDF. All packages must be legible and complete. Please visit our website at www.cityofpsl.com/building for instructions on how to properly scan permit packages and label files. Incomplete packages will be sent back via email or mail. Permit submittals can be emailed to permitting@cityofpsl.com
- At this time the Drive-Thru will remain open for pickups of EXISTING paper permits currently submitted. Request will need to be phoned into permitting at 772-871-5132 prior to pick-up.
- Please note, Florida State Statute states Homeowner Builders MUST submit in person. We are currently reviewing options on handling these types of permits and will update when available.
- As always, Permitting Staff are available by phone at 772-871-5132.

Contractor Licensing:

- Lobby will be closed to the public. The public can call staff at 772-871-5062 or email contractorlicensing@cityofpsl.com for all services. Insurance certificates can be accepted via email or fax to 772-871-5229.

Plan Review:

- Lobby will be closed to the public. Plans examiner can be reached via phone at 772-871-5132 or by email at planreview@cityofpsl.com
- Formboards and other paperwork can be emailed to planreview@cityofpsl.com
- Revisions to plans can be emailed to planreview@cityofpsl.com or placed in the free-standing drop box, located at the front of Building B.

Inspections:

- At this time, all inspections will be conducted as normal except for those inspections which require an inspector go into an occupied residence or business. In those cases, the Department is working on a process for Virtual Inspections. This process will be made available on our website shortly.

Pre-Build or Pre-CO Meetings:

- If you should require a Pre-Build or Pre-CO meeting, the Building Department please email buildingadmin@cityofpsl.com. Meetings will be conducted virtually, via Microsoft Teams or Conference Call.

Additionally, we are encouraging ALL employees to maintain a 6-foot social distance between themselves and others, at all times.

Please understand, the Building Department will strive to maintain all customer-established timelines during this time. Due to unforeseen circumstances and the ever-changing information from the CDC, these policies may change. Please check our website for the latest updates.

Thank you for your understanding while we navigate these new changes.

Respectfully,

City of Port St. Lucie Building Department