

**City of Port St. Lucie – Planning and Zoning Department**

**NOTICE TO CONTRACTORS**

**Commercial Permits**

**Please list the Planning and Zoning File Number that was assigned to your project at the beginning of the Site Plan Review process on all forms and submitted drawings.**

**To Obtain a Building Permit:**

To obtain a Building Permit, the contractor will have to submit a 'Request for P&Z Plan Review for Building Permits' form along with one set of Construction Plans, and an Approved Site Plan to the Planning and Zoning Department.

The Planner of that project will then check the drawings against the approved site plan. If no changes were made to the site plan, the plans will be approved and forwarded to either the Engineering Department, or, if there is a grease trap, to the Utility Department.

**To Obtain a Certificate of Occupancy:**

The contractor will pick up a 'Request For An Inspection' form from the Planning and Zoning Department. The contractor must completely fill out the 'Request For An Inspection' form and submit it, along with the original Landscape Architect's Letter of Compliance (signed and sealed), to the Planning and Zoning Department.

If the inspection passed, the form will be approved and signed then forwarded to the Building Department.

**All approved or rejected forms will be faxed to the contractor.**

**REQUEST FOR P&Z PLAN REVIEW FOR BLDG. PERMITS**



**City of Port St. Lucie**

Application Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Planning and Zoning Project (P-Number): \_\_\_\_\_ Zoning: \_\_\_\_\_  
**(MUST PROVIDE P-NUMBER)**

Explain Type of Request: Interior Build out  Tenant Improvement  Clearing  Construction

New Building  or Other (explain in detail) \_\_\_\_\_

Intended Use: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Company Name: \_\_\_\_\_  
(Print the name of person submitting the plans)

Contact Phone Number: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

The plan set must include all drawings required by the Building Department, Engineering Department, and Planning and Zoning Department. The site plan (must be included), site plan construction drawings, and building elevations must match the approved drawings. The phone number must be a valid working phone number. Incomplete or erroneous sets of drawings will be rejected. For resubmittals of rejected plans, a fee of \$65.00 and a written statement of all changes made to the plan set must be submitted.

For Planning and Zoning Department Use Only: -- (staple this form to the site plan)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  Approve  Reject Impact Fee Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

If rejected, why : \_\_\_\_\_ Upland Mitigation Fee Required: Yes \_\_\_\_\_ No \_\_\_\_\_

\* The Planning and Zoning Department reviews site plans, site plan construction drawings, architectural elevations, and landscaping plans. All other construction drawings such as structural, electrical, plumbing, etc., will be approved by the Building Department.

For Utilities Use Only (grease trap required):

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Action: \_\_\_\_\_

For Engineering Department Use Only:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action: \_\_\_\_\_

The Engineering Department reviews site plans and site plan construction drawings. All other construction drawings such as structural, electrical, plumbing, etc., will be approved by the Building Department.

# REQUEST FOR AN INSPECTION



## *City of Port St. Lucie*

PLANNING & ZONING DEPARTMENT

(772) 871-5212

A City for all Ages

### INSPECTION REQUEST

#### I. CONTRACTOR OR DEVELOPER TO FILL OUT:

- a. DATE FILED \_\_\_\_\_ File No. P- \_\_\_\_\_
- b. NAME OF PROJECT (SITE PLAN) \_\_\_\_\_
- c. PERMIT NO. \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_
- d. CONTRACTOR \_\_\_\_\_
- e. CONTACT PERSON \_\_\_\_\_
- f. CONTRACTOR'S PHONE \_\_\_\_\_ CONTRACTOR'S FAX \_\_\_\_\_
- g. PROJECT ADDRESS/LOCATION \_\_\_\_\_
- h. ATTACH THE ORIGINAL LANDSCAPE ARCHITECT'S LETTER OF COMPLIANCE PRIOR TO SUBMITTAL.

#### II. CITY STAFF TO FILL OUT:

PLANNER/REVIEWER (P&Z DEPT.) \_\_\_\_\_

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1<sup>ST</sup> INSPECTION IS FREE  
REINSPECTION OR PHASED INSPECTION FEE \$65.00  
(Must be paid to Planning & Zoning Department prior to scheduling of reinspection.)

H:\PZ\SHARED\APPLICATIONS\SITEPLAN\INSPEC.REQ. (11/03/05)