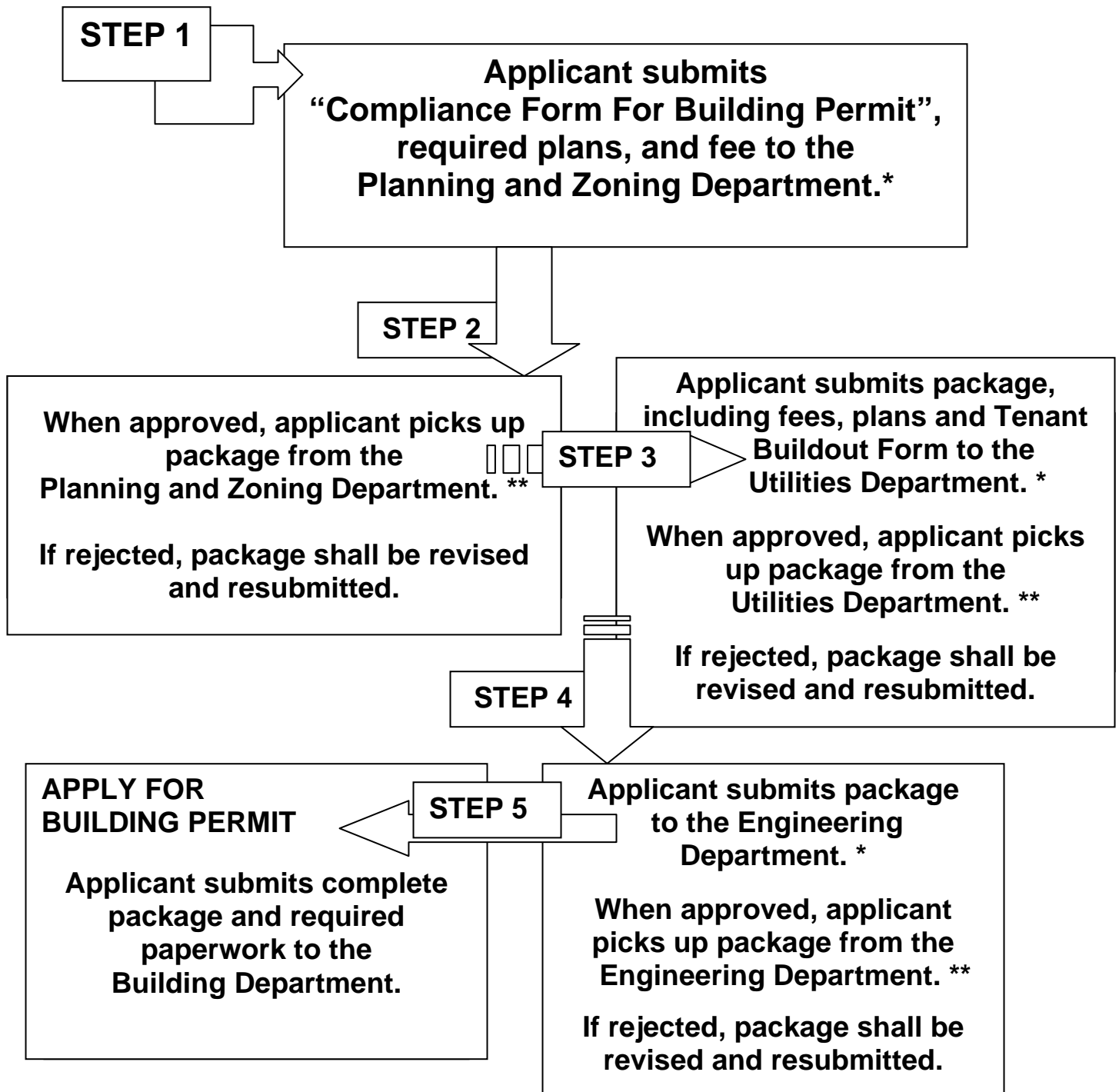


REVIEW ROUTING PROCESS FOR COMMERCIAL BUILDING PERMITS



* Submittal may be hand-delivered or mailed/shipped.

** The applicant may have the package mailed/shipped back to them at their expense.

COMPLIANCE FORM FOR COMMERCIAL BUILDING PERMITS



City of Port St. Lucie

STEP 1 – BY APPLICANT:

*One (1) set of plans must include all drawings required by the 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. A fee (Refer to "Fee Schedule") will be charged for Interior Buildouts or multiple review requests, and resubmittals of rejected plans. (For resubmittals, a written statement of all changes made to the plan set must be submitted.

Application Date: _____

Project Name: _____

Project Address: _____

Planning and Zoning Project (P-Number): _____ Zoning: _____
(MUST PROVIDE P-NUMBER)

Circle Type of Request: Interior Build-out Tenant Improvement

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: _____

STEP 2 – BY PLANNING AND ZONING: P & Z Fee Paid: Receipt _____

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 _____

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.

ALL INSPECTION REQUESTS REQUIRE A MINIMUM OF 24 HOURS NOTICE DURING THE WORK WEEK. NO EMERGENCY INSPECTIONS WILL BE SCHEDULED FOR ANY REASON.

STEP 3 – BY UTILITIES:

For Utilities Use Only (An Interceptor may be required for any use that involves lint, hair or food.):
9500 SE Ogden Lane – 873-6400 ***Please provide fees, Tenant Buildout Form, and 1 additional set of plans.**

Fee Paid: _____

Application Received: _____

Reviewed By: _____

Date: _____

Action: _____

STEP 4 – BY ENGINEERING:

For Engineering Department Use Only: - Building "B" – Municipal Complex – 871-5177

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.

STEP 5 – BY APPLICANT:

Submit this form with the appropriate drawings and a Building Permit application to the Building Department.



CITY OF PORT ST. LUCIE
UTILITY SYSTEMS DEPARTMENT
900 SE Ogden Lane
Port St. Lucie, FL 34983
(772) 873-6400 – TDD Accessible
(772) 873-6405 – FAX

Jesus A. Merejo, Director

The following items are required by the Utility Department for review and approval of the Compliance Form for Commercial Building Permits.

The applications can be found on our website at: www.cityofpsl.com/utility/util_forms.html.

Interior Build-out - Tenants moving into an existing building:

1. Completed Tenant Build-out Application.
2. Associated Fees.
3. One set of plans for the Utility Dept. to keep.

Tenant Improvement - Tenants moving into an existing building:

1. Completed Tenant Build-out Application.
2. Associated Fees.
3. One set of plans for the Utility Dept. to keep.

Construction - For new construction of a proposed building:

1. Application for Service
2. Construction Plans approved by the Utility Dept.
3. An Executed Utility Agreement
4. Associated Fees Paid
5. One set of Architectural plans for the Utility Department to keep.

Clearing –

1. N/A