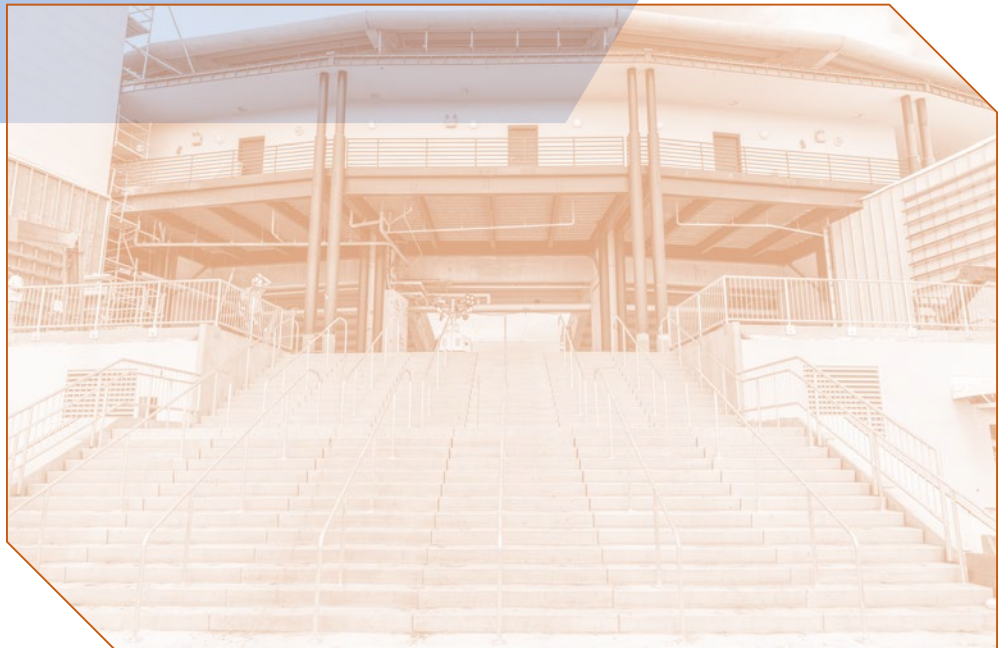


City of Port St. Lucie
Building Department

PERMIT DOCUMENT UPLOAD



05/19/2020 tv

Document Uploads

Purpose:

To submit a variety of permit related documents, such as, as-built surveys, formboards, termite certificates, notice of commencements, etc. Provides a direct way to add documents directly to the permit along with notification once processed and approved by staff.

Documents for Upload:

As-Built	Permit Cancellation
Blower Door Affidavit	Permit Extension
Change of Contractor	Permit Update Form
Compaction Report	Pool Alarm Affidavit
Density Report	Pre-Power Agreement
Drywall Removal Letter	Roof Decking Attachment
Engineer Letter	Sub-Contractor - AC/MECH
Formboard	Sub-Contractor - ELEC
Impact Fee Credits	Sub-Contractor - INSU
In-Ground Pool Affidavit	Sub-Contractor - PLUMB
Insulation Certificate	Termite Certificate
Notice of Commencement	Utility Receipts

*If your document is not listed above, please submit, as per normal process, to the appropriate division – permitting@cityofpsl.com, planreview@cityofpsl.com or inspections@cityofpsl.com

Document Uploads

How to Upload Documents:

1. Visit our website at www.cityofpsl.com/building
2. Go to Building Online Services
3. Click on Permit Document Uploads

Building Online Services

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Welcome to the City of Port St. Lucie Building Departments Online Services Portal. Please note, per Florida Statute 489.103(7)(c), all homeowner builder permits must be applied for in person. Homeowners MUST personally appear and sign the building permit application and satisfy local agency requirements. In addition, owners acting as their own contractor when building or improving must prove the occupancy is for their use only and not offered for sale or lease. [Permit applications and checklists](#) can be printed from our website.

BUILDING ONLINE SERVICES

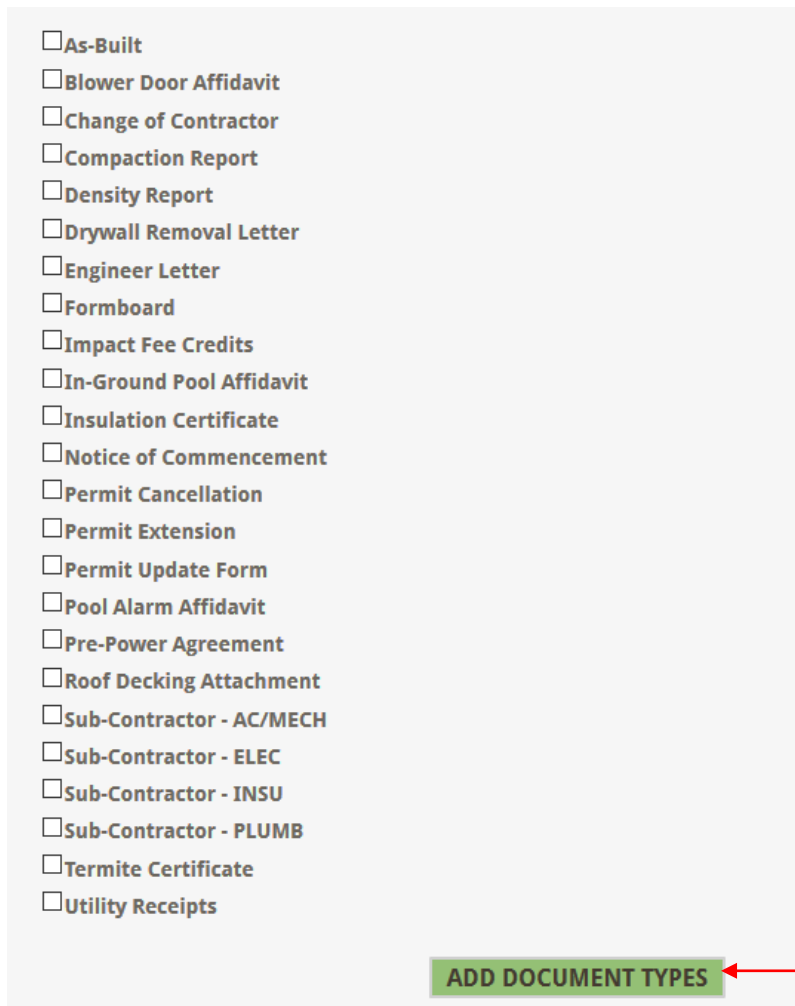
- [Accessory Use Mapping](#)
- [Building Property Search](#)
- [Contractor Search](#)
- [Contractor Services \(E-Permitting\)](#)
- [Inspection and Permit Status](#)
- [List of Today's Inspections](#)

- [Permit Document Uploads](#)
- [Permit Inquiry Form](#)
- [Permit Applications /Checklists](#)
- [Public Records Request](#)
- [Re-Inspection Fee Payment](#)
- [Reports \(Building Permits\)](#)
- [Schedule an Inspection](#)

4. Enter the Permit # and 3-digit PIN.
5. Click Search

Document Uploads

6. Click on all the documents you would like to upload.
7. Once selected, click Add Document Types



A screenshot of a document upload interface. It features a list of document types, each with an unchecked checkbox to its left. The list includes: As-Built, Blower Door Affidavit, Change of Contractor, Compaction Report, Density Report, Drywall Removal Letter, Engineer Letter, Formboard, Impact Fee Credits, In-Ground Pool Affidavit, Insulation Certificate, Notice of Commencement, Permit Cancellation, Permit Extension, Permit Update Form, Pool Alarm Affidavit, Pre-Power Agreement, Roof Decking Attachment, Sub-Contractor - AC/MECH, Sub-Contractor - ELEC, Sub-Contractor - INSU, Sub-Contractor - PLUMB, Termite Certificate, and Utility Receipts. At the bottom right of the list is a green button labeled 'ADD DOCUMENT TYPES'. A red arrow points from the right edge of the image towards this button.

- As-Built
- Blower Door Affidavit
- Change of Contractor
- Compaction Report
- Density Report
- Drywall Removal Letter
- Engineer Letter
- Formboard
- Impact Fee Credits
- In-Ground Pool Affidavit
- Insulation Certificate
- Notice of Commencement
- Permit Cancellation
- Permit Extension
- Permit Update Form
- Pool Alarm Affidavit
- Pre-Power Agreement
- Roof Decking Attachment
- Sub-Contractor - AC/MECH
- Sub-Contractor - ELEC
- Sub-Contractor - INSU
- Sub-Contractor - PLUMB
- Termite Certificate
- Utility Receipts

ADD DOCUMENT TYPES

Document Uploads

8. Browse to the file on your computer for each type of document selected. You will need to browse separately for EACH document type.

Browse... Test Change of Contractor.pdf Change of Contractor

UPLOAD ATTACHMENTS

The grid below shows your uploaded attachments. To view them, click "Open" next to the file name.

Browse... Test - InGround Pool Affidavit.pdf In-Ground Pool Affidavit

UPLOAD ATTACHMENTS

The grid below shows your uploaded attachments. To view them, click "Open" next to the file name.

UPLOAD ALL ATTACHMENTS

9. Once files are selected, click Upload All Attachments

10. To complete submission, type in first name, last name and email address and click SUBMIT.

Browse... No file selected. In-Ground Pool Affidavit

UPLOAD ATTACHMENTS

Test - InGround Pool Affidavit.pdf uploaded.

The grid below shows your uploaded attachments. To view them, click "Open" next to the file name.

Open	File Name	Remove
	Test - InGround Pool Affidavit.pdf	

First Name

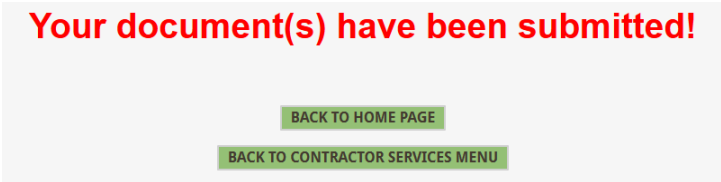
Last Name

Email

SUBMIT

Document Uploads

11. Once submitted you will get the below response:



This does not mean it's approved yet! Staff will review each document, in the order they are received, and either approve or deny it. If approved, you will receive an email that the document has been approved. (see below examples)

If the document is deficient, you will receive an email stating the document has been denied along with the reason why. Please correct the document and resubmit through the document upload portal.

Approved Email:

Your submittal of Change of Contractor for Permit # 1801007 has been approved



permitting
To Tracy Valure



Tue 5/19/2020 9:27 AM

Your submittal of Change of Contractor for Permit # 1801007 has been approved and posted.

City of Port St. Lucie Building Department

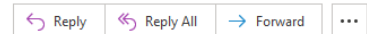
Please do not reply to this message, this is an automated message.

Denied Email:

Your submittal of In-Ground Pool Affidavit for Permit # 1801007 has been denied



permitting
To Tracy Valure



Tue 5/19/2020 9:28 AM

Your submittal of In-Ground Pool Affidavit for Permit # 1801007 has been denied for the following:

Missing signature. Please correct and resubmit.

Please make the necessary corrections and resubmit [HERE](#).