

City of Port St. Lucie Building Department

121 SW Port St. Lucie Blvd., Port St. Lucie, Fl. 34984 Ph: 772-871-5132 Website: www.CityofPSL.com/Building

PATIO ENCLOSURE PERMIT APPLICATION

(This application is for the enclosure of an existing patio that has a previously permitted and existing covered roof and slab.)

Permit #: Pin: Pin:						
CONSTRUCTION UNDER THIS	PERMIT SHALL BE DO	NE IN ACC	CORDANCE WITH FBC	2023 8 [™] EDITION		
Site Address:						
Legal Description (Section/Block/Lot):			Parcel ID:			
Owner's Information						
Name:	Email:			Phone:		
Address:						
Contractor's Information						
Name:	Email:			Phone:		
Address:		PSL Comp r	no. S	ate License no.		
	PROJECT IN	FORMATIO	N			
☐ Commercial ☐ Residential						
Description of work:						
Does the existing slab have a footing? \square Y	es □No *If yes, what	is the depth	nRebar siz	e:		
Sq. footage of existing patio: Sq. footage of patio to enclose:						
Future use of this enclosure: (bedroom, family room, den, storage, etc.)						
Will the patio enclosure include any of the following? \square Electric \square A/C \square Plumbing \square Gas						
*See checklist for additional requirements.				Total Valuation \$		
APPLICATION MUS	ST BE SIGNED AND NOTA	ARIZED BY TH	IE CONTRACTOR AND O	WNER		
Contractor Signature	 Date	Owner or	Owner's Authorized Pa	presentative Signature - Date		
Contractor Signature Date Owner or Owner's Authorized Representative Signature				presentative signature Date		
Print Name	Print Name					
Notary Public, State of Florida			Notary Public, State of Florida			
STATE OF FLORIDA, County of			STATE OF FLORIDA, County of			
[NOTARIAL SEAL]		[NOTARIAL SEAL]				
The foregoing instrument was acknowledg	ged before me by	The forego	oing instrument was ack	nowledged before me by		
means of ☐ physical presence or ☐ online notarization this			means of \square physical presence or \square online notarization this			
day of , 20 _ ,by	y of, 20,by who is day of, 20,by who is					
personally known to me or has produced _						
as identification.	as identification.					
FOR OFFICE USE ONLY						
PERMIT FEE \$ Payment method: Last 4 Digits of Credit Card or Check no.: Receipt no.:						
Application date: Rec'd	Оу.					



Building Department CHECKLIST FOR PATIO ENCLOSURE PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work
- Does the existing slab have a footing
- Footing depth/re-bar size, if applicable
- Sq. footage of existing patio
- Sq. footage of patio to enclose
- Future use of enclosure
- Will the patio enclosure include any of the following
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Original Plans signed and sealed by a Florida licensed Architect/Engineer.
- Commercial projects: In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk).
- Product Approval Affidavit Form, if applicable
- Plot plan or property survey showing all setbacks from the property lines to the patio enclosure.
- Sub-contractor permit applications, if applicable
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

City of Port Saint Lucie Building Department Product Approval Submittal Affidavit

Opening Schedule: Swing Doors, Overhead Doors, Sliding Doors, Fixed Glass, Windows & Skylights

PORT ST. LUCIE

Permit # Building Address: Contractor:

σρg							
FL # or Miami-Dade	Product	Model #	Manufacturer	Glass Description	Attachment Method Type, Size, Spacing & Embedment	Building Design Pressure	Product Design Pressure

Product	Model #	Manufacturer	Attachment Method Type, Size, Spacing, Embedment & Stiffener etc.	Building Design Pressure	Product Design Pressure
Mullions					
Roof					
Siding					
Soffit					
Hurricane Panels Less than 6' span			Gauge of Steel		
Hurricane Panels 6' span or more			Gauge of Steel		

Please customize the size of this form for your specific structure. It is not intended that you fit the product approval information into the provided spaces. This form is provided as a template.

revised 07/12/2016 tv