



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

RESIDENTIAL REMODEL PERMIT APPLICATION

Permit #: _____ Pin: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH 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 no. _____

State License no. _____

Architect's/Engineer's Information:

Name: _____

Email: _____

Phone: _____

Address: _____

PROJECT INFORMATION

Description of work: _____

Sq. footage of remodeled space: _____ Sq. footage of additional space: _____ Total of both: _____

Future use of remodeled space: _____ (ex: kitchen, family room, den or storage)

Will the remodel require any of the following (select all that apply): Electric A/C Plumbing Insulation Gas
(if yes, a separate sub-permit is required for each)

***See checklist for additional requirements.**

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Owner or Owner's Authorized Representative Signature Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ 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 by: _____



Building Department CHECKLIST FOR RESIDENTIAL REMODEL PERMITS

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

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Square footage of remodeled space
- Square footage of any additional space
- Total of both
- Detailed description of proposed work
- Future use
- Will this remodel require any electrical, plumbing, a/c, etc.
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS – Provide 2 copies:

- Sub-contractor permits, if applicable
- Plans signed and sealed by a licensed Architect/Engineer
- 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.**

NOTES:

- If the permit request is to convert a garage into a living space, a 'Garage Conversion Permit Application' must be used for permit submittal.

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.