



Permit # \_\_\_\_\_ Pin: \_\_\_\_\_

**CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8<sup>TH</sup> EDITION**

Site Address:	RP #
Project Name:	Subdivision:
Legal Description (Section/Block/Lot):	Parcel ID:

**Owner's Information**

Name:	Email:	Phone:
Address:		

**Contractor's Information**

Name:	Email:	Phone:
Contact Person:	Superintendent's Email:	
Address:	PSL Comp no.	State License no.

**Architect's/Engineer's Information**

Architect	Email:	Phone:
Address:		State License no.
Engineer	Email:	Phone:
Address:		State License no.

**PROJECT INFORMATION**

Description of work: \_\_\_\_\_ Sq. feet living: \_\_\_\_\_ Sq. feet non-living: \_\_\_\_\_  
 Total sq. ft. of SFR: \_\_\_\_\_ Valuation per sq. ft: \_\_\_\_\_ Number of stories: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_  
 City water: \_\_\_\_\_ City sewer: \_\_\_\_\_ Septic tank permit #: \_\_\_\_\_ Use zone: \_\_\_\_\_  
 Construction material:  CBS  Frame  Precast

<b>*See checklist for additional requirements.</b>	<b>Total Valuation \$</b> _____
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**\*\*MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER**

<p>_____ Contractor Signature Date</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>STATE OF FLORIDA, County of _____</p> <p>[NOTARIAL SEAL]</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>	<p>_____ Owner or Owner's Authorized Representative Signature Date</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>STATE OF FLORIDA, County of _____</p> <p>[NOTARIAL SEAL]</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>
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**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 SINGLE-FAMILY RESIDENCE PERMITS

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**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
- Architect/Engineer's information
- Description of work
- Sq. footage of living space, non-living space and total of SFR
- Valuation per square footage
- Number of stories, number of bedrooms
- City water/sewer
- Septic tank permit #
- Use zone
- Construction material
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Sub-contractor permit applications
- Manual J
- Energy codes (must be completed and signed on the front and display page)
- Original Signed and sealed plot plan survey showing the house. (Must be signed and sealed by a licensed surveyor.)
- Red stamped engineering approval, unless the permit request is a revision.
- Utility receipt (must be submitted prior to permit being issued).
- Health department and abandonment of easement paperwork, if applicable.
- Property owner affidavit, if the contractor is applying for the permit.
- Truss cut sheets on 8 ½" x 11" paper.
- Product Approval Affidavit Form
- Original Digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing, uploaded to the Online Contractor Portal
- Truss layout reviewed and approved by the Architect/Engineer who sealed the house plans.
- 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.**
- If applying for a permit in the listed below communities, a site drainage plan that is signed and sealed by a design professional must be provided at the time of submittal.

<b>Vikings Landing</b>	<b>Vikings Lookout</b>	<b>Sawgrass Lakes</b>	<b>Osprey Ridge</b>
<b>South River Shores</b>	<b>Bay St. Lucie</b>	<b>Charleston Oaks</b>	<b>Kitching Cove</b>
<b>Lake Lucie Estates</b>			

**NOTES:**

- **Private Providers:** Private Providers must submit, Notice to Building Official, Compliance Affidavit, and a list of licenses for plans examiners and inspectors. (Note: the application must be stamped "Private Provider".)

***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**

**Permit #**

**Building Address:**

**Contractor:**

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

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.