



COMPUTER MEMBER APPLICATION FOR ONLINE PERMITTING REGISTRATION

121 S.W. Port St. Lucie Boulevard, Port St. Lucie, Florida 34984
Phone: (772) 871-5062 | Email: contractorlicensing@cityofpsl.com

PSLBD OFFICE USE

MEMB #:
ONLINE ID #:
INITIALS:

COMPANY INFORMATION

COMPANY: _____ EMAIL: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR/QUALIFIER INFORMATION

(NOTE: The contractor/qualifier email provided below will be the PRIMARY email used for account access, and the company email above will be secondary.)

NAME: _____ QUALIFIER EMAIL: _____ PHONE: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

D.L. #: _____ DATE OF BIRTH: _____

DBPR LICENSE #: _____ TRADE CLASSIFICATION: _____

ONLINE PERMITTING CONTRACTOR AGREEMENT

The undersigned contractor acknowledges and agrees to the following terms and conditions for registration for a contractor management account to conduct online permitting:

1. Contractor agrees to subcontract all electrical, mechanical, plumbing, roofing, sheet metal, swimming pool, and air conditioning work unless such contractor holds a State Certified Contractor License or City of Port St. Lucie Competency Card in the respective trade category as defined by Florida Statute Chapter 489 and City Code of Ordinances.
2. Must maintain current proof of general liability and worker's compensation insurance and/or exemption.
3. Contractor acknowledges and accepts responsibility for compliance with all applicable codes, regulations, rules, laws, and ordinances as well as the payment of all legally constituted fees regarding online permits.
4. Contractor acknowledges that his/her online permitting ability or online account may be suspended or revoked if the City of Port St. Lucie determines that the Contractor has violated any applicable Florida or City Codes, or any terms and conditions of this agreement for use of the Online Permitting System.
5. Contractor agrees that it is his/her responsibility to monitor and maintain his/her online account information.
6. It is understood that the use of the Contractor's account by any person other than the qualifier is solely at the discretion of the license holder.
7. Contractor understands that the online contractor ID and password which provides access to the online permitting system is their responsibility. The online contractor ID and password intend to serve as the contractor signature authorization on permit applications and/or plans to be used for the review and issuance of building permits electronically.
8. Any use of the Online Contractor ID and Password in combination binds the contractor to the terms and conditions the same as his/her signature on the permit application.
9. By signing and agreeing to the terms and conditions the contractor agrees to hold harmless the City of Port St. Lucie from any and all claims, demands, actions, and damages resulting from operations under any permit issued using the online system.

SIGNATURE OF CONTRACTOR (IN PRESENCE OF NOTARY): _____ DATE: _____

BELOW COMPLETED BY NOTARY

STATE OF FLORIDA, COUNTY OF _____ Subscribed and sworn to 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.

Notary Public Signature

(NOTARY SEAL)

*****CONTRACTOR NOTICE: INSTRUCTIONS FOR SUBMITTING THIS APPLICATION*****

(This form and required documents below can be sent by email; instructions will be sent in two business days once received and processed.)

1. Completed, signed/notarized application.
2. Certificate of General Liability Insurance with the City of Port St. Lucie as Certificate Holder.
3. Certificate of Workers Compensation Insurance with the City of Port St. Lucie as Certificate Holder (or W/C exempt Cert).
4. Copy of the Department of Business and Professional Regulation license (State Certification).
5. Copy of qualifier's (contractor's) driver's license.

Submittal of this form will allow e-permitting access to: Apply for permits, request inspections, pay re-inspection fees, and view status of permits.