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

ALUMINUM ENCLOSURE PERMIT APPLICATION

Permit #: _____ Pin: _____ Master/Pool Permit #: _____

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:		State License no.

PROJECT INFORMATION

☐ Commercial ☐ Residential

Description of work: _____

Will the enclosure be used as a pool barrier (child safety)? ☐ Yes ☐ No Pan Roof ☐ Yes ☐ No Insulated/Pan Roof: ☐ Yes ☐ No

Enclosure's dimension: _____ x _____ Size of footing: _____ x _____ Is concrete existing: ☐ Yes ☐ No

Total Valuation $_____

**Plot plan or property survey must be attached to the permit application.

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 ALUMINUM SCREEN ENCLOSURE 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
- Commercial or Residential
- Description of proposed work
- Type of enclosure
- Pan roof
- Dimensions
- Existing slab/new slab
- Size of footing
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS

- Plans signed and sealed by a licensed Architect/Engineer
- As-built showing the location of the enclosure
- Layout
- 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 for a commercial project and the enclosure is not on the original site-plan, approval from the Planning & Zoning Department will be required.
- If concrete is being poured, the concrete slab specifications must be noted on the permit application. (A separate concrete slab permit will not be required.)
- If the Aluminum Screen Enclosure will be used as a pool safety barrier, the Aluminum Screen Enclosure Permit must be submitted at the time the Pool Permit is submitted.

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.