



**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](http://www.CityofPSL.com/Building)

# COMMERCIAL BUILDING PERMIT APPLICATION

Permit # \_\_\_\_\_ Pin \_\_\_\_\_ C # \_\_\_\_\_

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

Zoning ID# P-	Tract/Other:	Project/Plaza name:	S.L.W. <input type="checkbox"/> Yes <input type="checkbox"/> No
Site Address:		Name of Business:	
Legal Description (Section/Block/Lot):			Parcel ID:
<b>Owner's Information</b>			
Name:		Email:	Phone:
Address:			
<b>Contractor's Information</b>			
Name:		Email:	Phone:
Address:		PSL Comp no.	State License no.
<b>Architect's/Engineer's Information</b>			
Architect's Name:		Email:	Phone:
Address:			State License no.
Engineer's Name:		Email:	Phone:
Address:			State License no.

**PROJECT INFORMATION**

Description of work: \_\_\_\_\_ Fire sprinklers: \_\_\_\_\_ Number of stories: \_\_\_\_\_  
 Number of units: \_\_\_\_\_ Elevator  Yes  No Special conditions: \_\_\_\_\_ Occupancy group: \_\_\_\_\_  
 Total sq. footage of building: \_\_\_\_\_ Specify tenant improvement:  New  Remodel Existing  
 City water:  Yes  No Change of Occupancy:  Yes  No Shell Permit:  Yes  No City sewer:  Yes  No  
 Class of work:  New  Addition  Alteration  
 Septic Tank \_\_\_\_\_ Utilities \_\_\_\_\_ Property use: \_\_\_\_\_  
 Is this for a new business?  Yes  No Type of business: \_\_\_\_\_

**Total Valuation \$** \_\_\_\_\_

**\*\*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 COMMERCIAL BUILDING 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, C# if applicable
- Zoning ID #P- (if applicable)
- Tract/other
- Project/plaza name
- S.L.W.
- Site address
- Name of business
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Description of work
- Fire sprinklers
- Number of stories and units
- Elevator
- Special conditions
- Occupancy group
- Total sq. footage of building
- Health department number
- Specify tenant improvement
- City water
- Change of occupancy
- Shell permit
- City sewer
- Class of work
- Septic tank
- Utilities
- Property use
- Is this for a new business or existing business?
- Valuation
- Notarized Contractor/owner builder signature

## PLANS AND DOCUMENTS

- Prior to submittal, Compliance Review Approval must be obtained on all submittal components, including but not limited to new buildings, clubhouses, site lighting, amenities, etc. For more information regarding the Compliance Review Approval process please visit <https://fusion.cityofpsl.com/>
- 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
- Product Approval Affidavit Form
- Manual N, energy codes and load calculations, if applicable
- Wind load calculation form, if applicable
- Site-plan approved by the Planning and Zoning Department (original stamped document)
- Design Professional Affidavit (if express permit)
- Sub-contractor of record permit applications
- Address sheet from Addressing Division
- Health Department Permit, 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.)

***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.***

