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

OPENING PROTECTION/SHUTTER 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.	

PROJECT INFORMATION

☐ Commercial ☐ Residential

Description of work: _____ (include location)

Manufactured by: _____ Number of openings to shutter: _____

Type of shutter: ☐ Roll up ☐ Accordion ☐ Panels ☐ Plywood ☐ Motorized (requires electrical sub-permit)

***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 OPENING PROTECTION/SHUTTER PERMITS

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
- Commercial/Residential
- Description of work (include location)
- Manufactured by
- Number of openings to shutter
- Type of shutter
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS

- Layout plan
- Florida Product approval with installation instructions
- Electrical sub-contractor permit application, if installing motorized shutters.
- Original Plans signed and sealed by a Florida licensed Architect/Engineer for any structural alteration.
- If altering the structure to install, please refer to the Structural Opening permit checklist
- Recorded Notice of Commencement for work valued at $5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- *** For online submittals, a signed Owner Affidavit.**
- ****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. Homeowner must personally appear at the Building Department to have their signature notarized.**

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.