



**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)

**SINGLE-FAMILY RESIDENCE  
 PERMIT APPLICATION**

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**

- 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.)

- **\* 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.**
- 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.***

