



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

GARAGE CONVERSION PERMIT APPLICATION

Permit #: _____ Pin: _____ Affordable housing: Federal State Local City of PSL SHIP – CDBG – NSP

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

Total sq. footage of garage prior to conversion: _____ Total sq. footage of garage to be converted: _____

Overhead garage door to remain: Yes No

Future use of converted garage space: _____ (bedroom, family room, den or storage)

Will the garage conversion include any of the following? Electric A/C Plumbing Gas Insulation
(a separate permit is required for each)

Is home on: Septic Yes No (If yes, approval from the Health Department must be submitted, for bedroom additions only)

City Sewer Yes No If yes, please provide acct # _____

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 GARAGE CONVERSION 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
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Total sq. footage of garage prior to conversion
- Total sq. footage of garage to be converted
- Overhead garage door to remain
- Future use of converted garage space
- Will the garage conversion include any of the following
- City sewer/septic
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS

- Original Plans signed and sealed by a Florida licensed Architect/Engineer
- Product Approval Affidavit Form
- Sub-contractor permit applications, if applicable
- Sealed truss shop drawings on 8 ½ x 11" paper, if applicable
- Signed energy codes, if applicable
- Manual J, if the space will include air conditioning
- Health Department approval, for well and septic only if the garage will be converted into a bedroom.
- 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. Homeowner must personally appear at the Building Department to have their signature notarized.**

NOTES:

- Plan Review may request an as-built survey.

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.

Updated 9-24-25 BG

