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

WINDOW 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: _____ Manufactured by: _____

Number of windows to replace: _____ Location of new windows: ☐ Front ☐ Rear ☐ Side ☐ All

Type of window: ☐ Impact ☐ Non-impact (a separate shutter permit may be required) Structural alteration: ☐ No ☐ Yes

Existing shutters: ☐ No ☐ Yes Type of installation: ☐ Finn (common with wood frame walls) ☐ Inset (common with CBS walls)

***See checklist for additional requirements.**

Total Valuation $_____

****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 WINDOWS AND DOOR 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
- **Door information:** Number of doors, type of door, location of door, manufacturer.
- **Window information:** Description of work, manufactured by, # of windows, location of windows, type of window, structural alteration, existing shutters, type of installation.
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS

- Layout plan
- Product approval with installation instructions
- If altering the structure to install the window/door, 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.**

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.