CITY OF PORT ST. LUCIE

RESIDENTIAL REVIEW AND PERMITTING GUIDELINES

POOL PERMITTING

Revised July 2023 ~~Revised March 2023~~ ~~Revised October 2022~~

Table of Contents

1. Residential Fee Schedule……1
2. Notice to Contractors……2
3. Pool Plan Review……3
4. Exhibit A – Inside Lot Accessory Use Setbacks……4
5. Exhibit B – Corner Lot Accessory Use Setbacks……5
6. Pool Final Inspection……6
7. Exhibit C – Sod Requirements #1……7
8. Exhibit D – Sod Requirements #2……8
9. Inspection Reminders……9
10. Contractor Checklist……10

ENGINEERING DEPARTMENT

Residential Fee Schedule

Effective October 1, 2026

Per Resolution 26-R78

Beginning October 24, 2023:

Our 3rd party vendor will be charging a 2.35% service fee to all electronic payments (Debit/Credit/Venmo/Paypal/etc.)
E-checks will be a flat $0.40/transaction. No fees will be charged for cash or check.

Description	Fee
Plot Plan Review, Culvert Design and Inspection (Includes House Move):	
Inside Lot with One Culvert (1)	$500.00
Corner Lot with One Culvert (1)	$650.00
Each Additional Culvert	$215.00
Plot Plan Review For Curb and Gutter Lot (1)	$245.00
Builder At-Risk Plot Plan Review for Curb and Gutter	$250.00
Plot Review & Culvert Design for Minor Rejection	$115.00
Plot Plan Review & Culvert Design for Revision or Major Rejection:	
First	$50.00
Second	$75.00
Third and Each Subsequent	$100.00
Culvert Reinspection:	
First	$100.00
Second	$125.00
Third and Each Subsequent	$150.00
Driveway Addition/Modification Review Culvert Design and/or Inspection:	
With Culvert (1)	$500.00
With Curb and Gutter (1)	$245.00
Accessory Use (e.g., pool, garage, cottage etc.) Review/Inspection (1)	$250.00
First and Each Subsequent Accessory Use Reinspection or Revision	$110.00
Residential Revocable Encroachment Permit (Plus SLC Recording Fees)	$125.00
St Lucie County Recording Fees *(based on currect SLC fees)*	$10.00 for 1st Page + $8.50 per page thereafter (minimum of 5 pages)
Abandonment of Easement Request	$400.00
Unity of Title- Single Owner	$400.00
Unity of Title- Two Owners	$500.00
Existing Structure Moving:	
Without Removal or Support of Traffic Signals	$110.00
With Removal or Support of Traffic Signals	$320.00

(1) Includes $150.00 for NPDES Program

Notice to all Contractors and Homeowner Builders

In order to expedite and facilitate the permitting and inspection process for new construction, and to better serve the public, the Public Works Department offers the following information:

Please Note:

All inspections and plan reviews are done on a case-by-case basis. **Circumstances may warrant additional requirements not specifically addressed by this package**

Minimum 12" temporary pipe required in City Right of Way. Beginning July 1, 2023, a rejection fee will be incurred if the pipe is not installed.

Per City Code 51.04(4)(E) 80% is the maximum permissible impervious area allowed.

Artificial grass is prohibited in the City right of way and all City easements.

Questions regarding inspections should be directed to the Public Works Residential Inspection Division.

Questions regarding plot plans or pool plans should be directed to the person who reviews these plans.

The intent of these requirements is to provide you with a functional surface water drainage plan as required by City Code Chapter 56. It is your responsibility to provide us with the proper information to make such a determination.

Please be aware that the following information is subject to change to meet current standards and/or to conform to revisions in NPDES requirements.

The Public Works Department does not permit or conduct inspections in the neighborhoods identified below. The Homeowner's Association is responsible for approving individual site plans and drainage plans. All plans must be signed and sealed by a Florida licensed professional engineer. The signed and sealed, association approved site plan and drainage plans, will be requested by the Building Department in lieu of the engineering approval and inspection at the time of building permit application.

Bay St. Lucie	Sawgrass Lakes
Charleston Oaks	South River Shores
Kitching Cove	Vikings Landing
Lake Lucie Estates	Vikings Lookout
Osprey Ridge	

Pool Plans

To obtain a Building Permit to construct a residential pool, a new Signed and Sealed Survey completed by a Florida Licensed Surveyor is required. The following information must be provided on the survey:

1. The survey must be signed and sealed. No additions to a sealed copy are permitted, except by the original signing party.

2. The easements for the lot (per the plat).

3. The Legal Description (lot, block, and Port St. Lucie section) **or** (lot and block and subdivision name and phase).

4. The plot plan must be to scale, and the scale must be on the plan.

5. If a tract is located adjacent to a lot, it must be labeled.

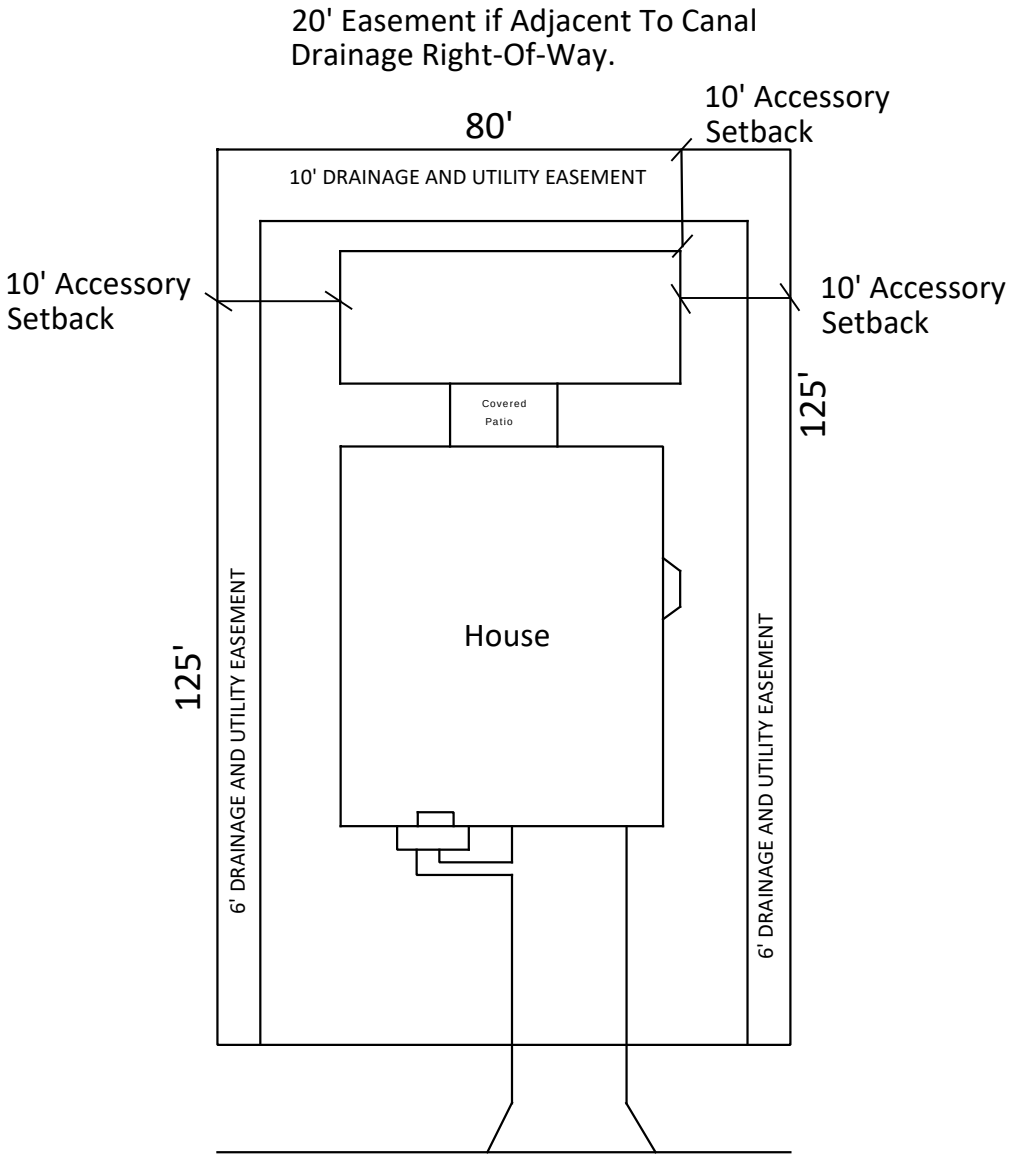
6. The survey shows the location of the pool and pool deck.

7. The plan shows distances from the property lines to both the pool and the pool deck on all sides. (See Exhibit A for typical inside lot and Exhibit B for typical corner lot).

8. The survey must show all current improvements done to the subject property.

9. A pool deck and screen enclosure may encroach into the rear 20-foot drainage and utility easement with an approved Revocable Encroachment Permit.

TYPICAL INSIDE LOT
(SEE PLAT FOR EASEMENTS)

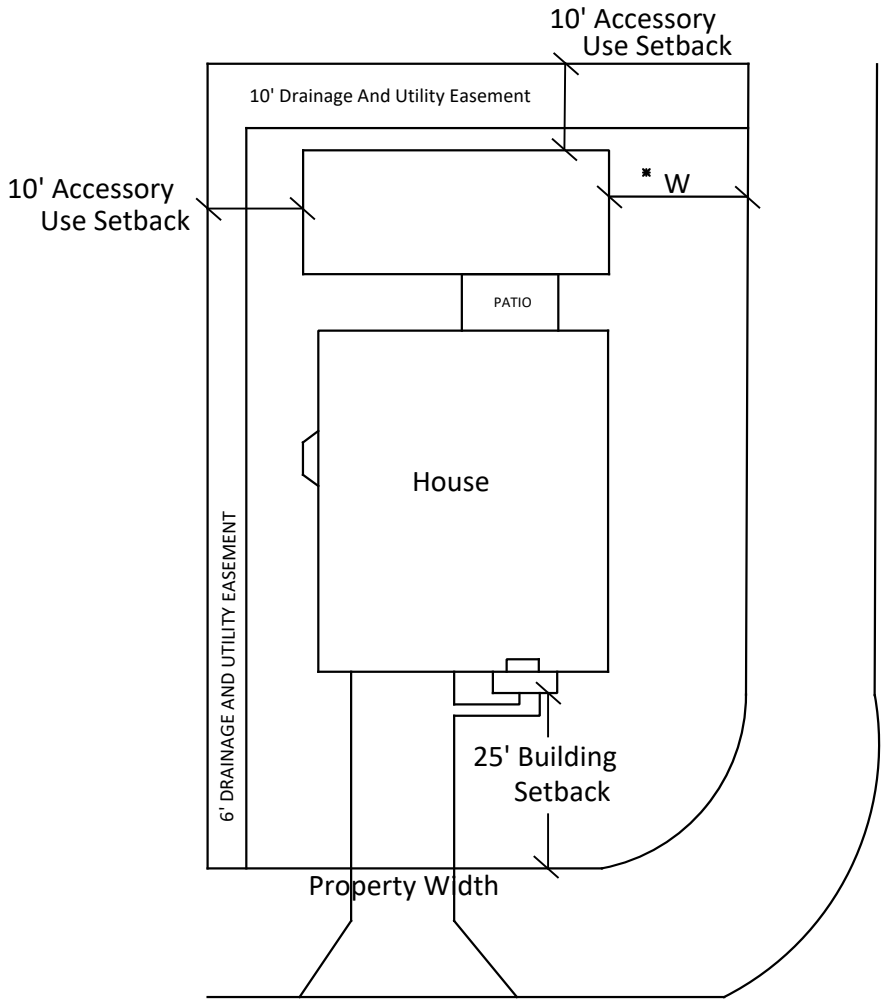


Note: This is a typical 80' X 125' lot.
Various Exceptions can apply.

MINIMUM CONSTRUCTION STANDARDS FOR CITY OF PORT ST. LUCIE PUBLIC WORKS DEPARTMENT 121 SW PORT ST. LUCIE BOULEVARD PORT ST. LUCIE, FL 34984	EXHIBIT A ACCESSORY USE INSIDE LOT (SETBACK)	DETAIL: EXHIBIT A DATE: 2017 SCALE: N.T.S. SHEET: 1 OF 1

TYPICAL CORNER LOT
(SEE PLAT FOR EASEMENTS)

20' Easement if Adjacent To Canal
or Drainage Right-of-Way



* Property Width	W
Less than 90'	15'
90' To 100'	20'
Exceeding 100'	25'

MINIMUM CONSTRUCTION STANDARDS FOR CITY OF PORT ST. LUCIE PUBLIC WORKS DEPARTMENT 121 SW PORT ST. LUCIE BOULEVARD PORT ST. LUCIE, FL 34984	EXHIBIT B ACCESSORY USE CORNER LOT (SETBACK)	DETAIL: EXHIBIT B DATE: 2017 SCALE: N.T.S. SHEET: 1 OF 1

Public Works Pool Inspection

Services provided by the City of Port St. Lucie Public Works Department for Residential Sites

The Public Works Department provides plot plan review/approval upon submission of a survey, permit application and the corresponding fee as detailed in the city code, section 150.705. Once your permit application is approved the contractor or homeowner builder is required to schedule the following services/or inspections at the appropriate time during the construction:

1. **Final Inspection** - Inspection of site after completion to meet City of Port St. Lucie Public Works Department standards for land development.

Pool Inspection Requirements:

1. There must not be any slope from the pool deck to any portion of the yard or drainage right of way greater than 3:1 (three-foot horizontal to one-foot vertical).

2. To maintain proper erosion control, the subject property and any developed property disturbed due to the construction of the pool, must meet the Public Works Department's minimal standard for sod requirements. Using more sod is encouraged to prevent erosion. Examples of minimal sod requirements can be found on Exhibits C and D in this Handout. **Note:** Sod being replaced that is not on your property must be original type of sod before construction of pool. In addition, meeting the Public Works Department's standard for sod requirements is between the homeowner and the pool company.

3. There must not be any construction debris from the construction of the pool on the job site or at any adjacent vacant or occupied lot.

4. The overall appearance of the job must be orderly and proper.

5. Any swale that has been disturbed during construction of the pool must be restored.

6. The builder shall be responsible to provide drainage that will prevent runoff of surface water into the pool structure.

7. If the builder chooses to install a drainage pipe on the property, the Public Works Department will determine the type, size, and gauge of the pipe. It is the responsibility of the builder, at the time of Final Inspection, to have the pipe working as part of a functional surface water drainage plan.

8. If keeping any of the rear lot in a natural state or landscaping, a Hold Harmless document must be signed and notarized by the homeowner and submitted to the Public Works Department.

Note: Any modification of these requirements shall be on the approval of the Public Works Department.

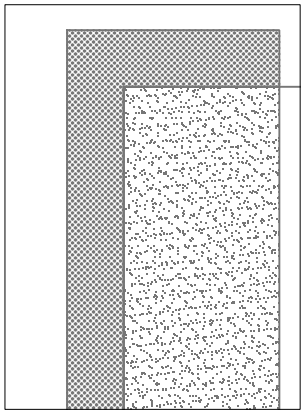
Final inspections are typically scheduled within two (2) days of the date of request dependent on demand.

NOTE: Field conditions may requrie additional sod as determined by the inspector

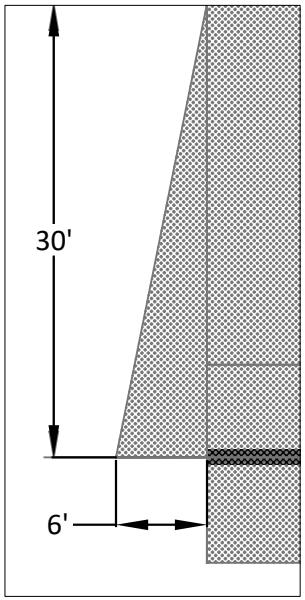
Sod required =

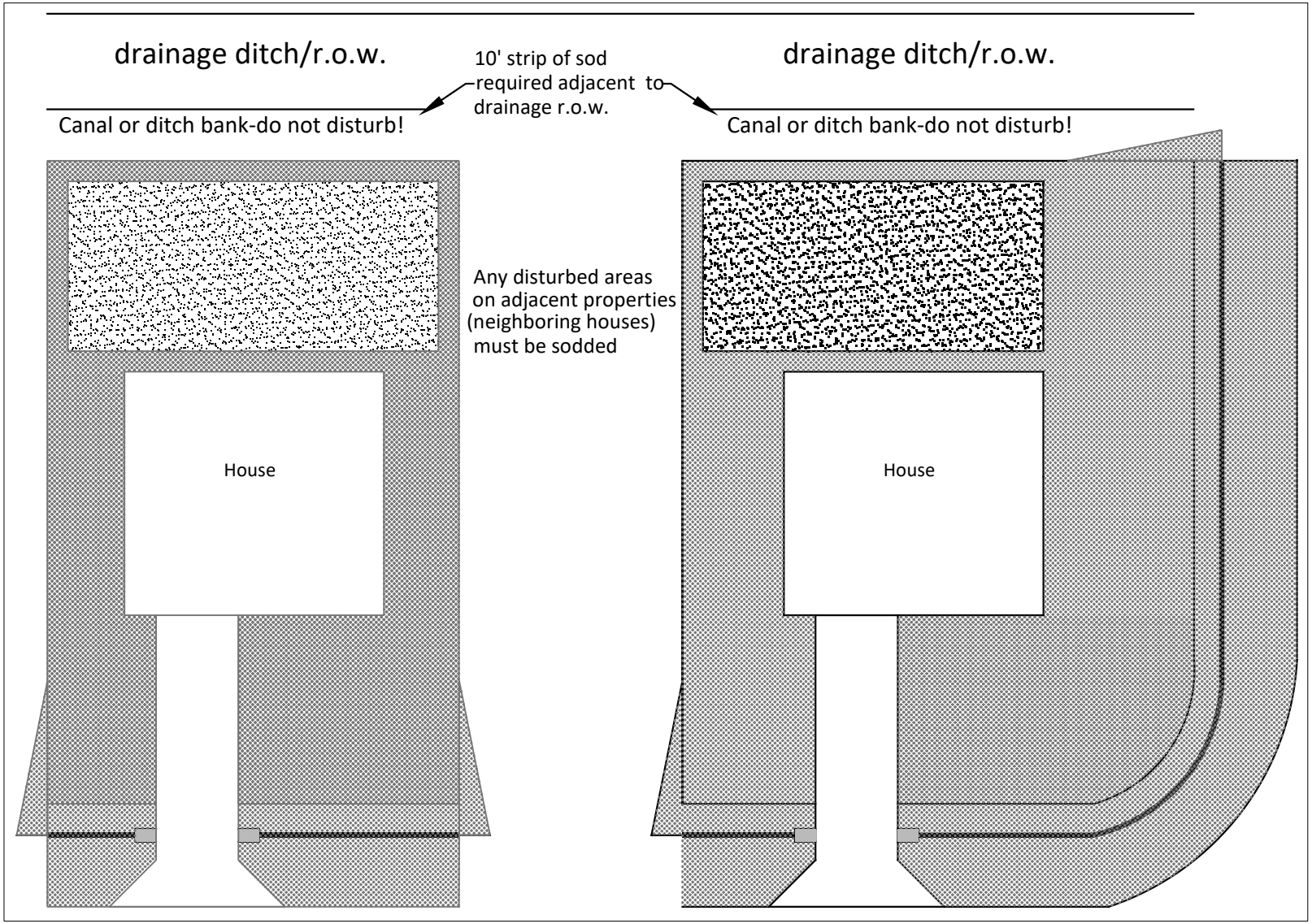
Sod not required =

Min. 1 row of sod along property lines in rear



6'X30' sod wedge if area is disturbed





MINIMUM CONSTRUCTION STANDARDS FOR CITY OF PORT ST. LUCIE PUBLIC WORKS DEPARTMENT 121 SW PORT ST. LUCIE BOULEVARD PORT ST. LUCIE, FL 34984	EXHIBIT C SOD REQUIREMENTS #1	NOTES:	DETAIL: EXHIBIT C DATE: 2017 SCALE: N.T.S. SHEET: 1 OF 1

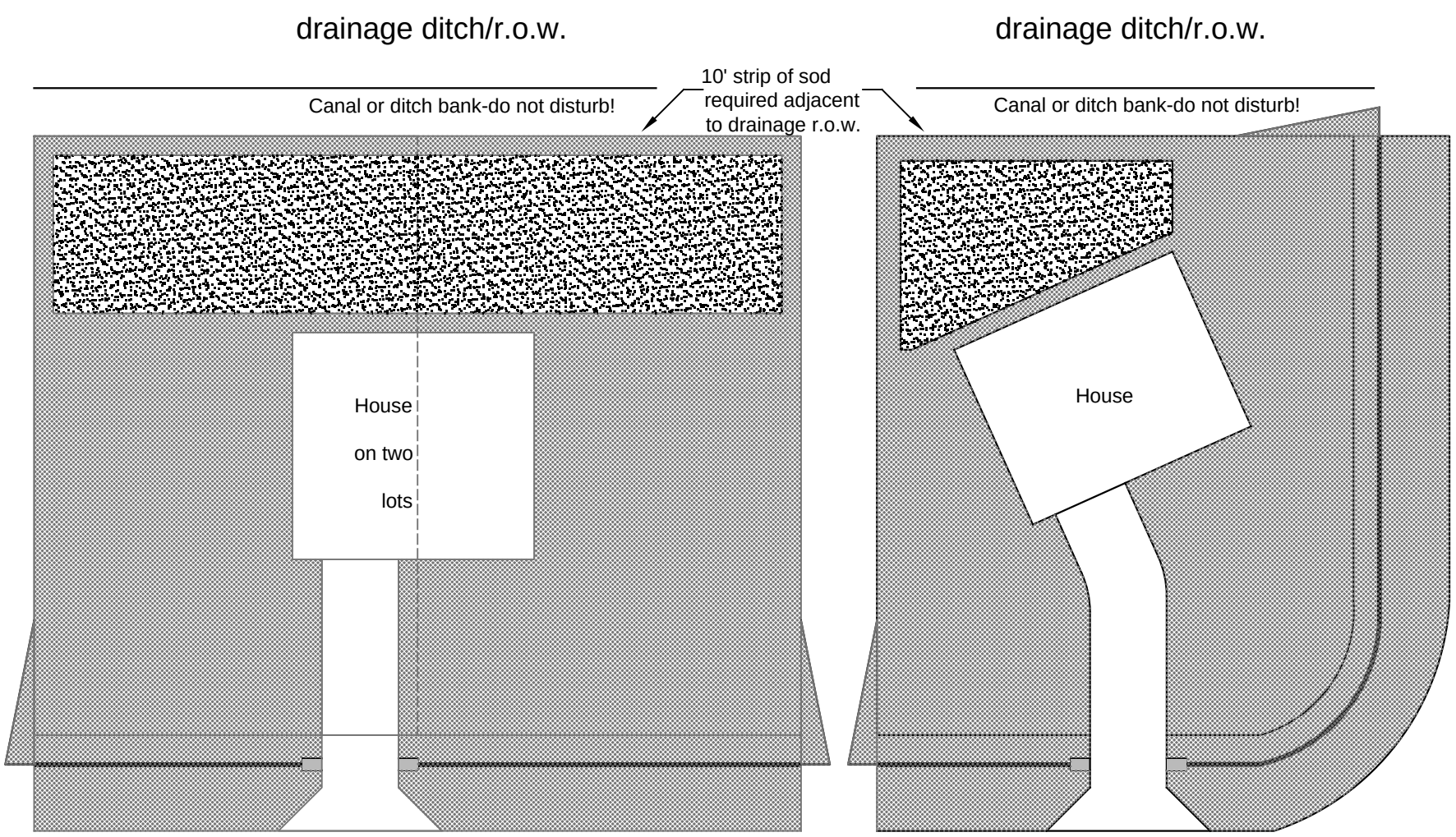
Min. 1 row of sod along property lines in rear

NOTE: Field conditions may require additional sod as determined by the inspector

Sod required =

Sod not required =

Any disturbed areas on adjacent properties (neighboring houses) must be sodded



MINIMUM CONSTRUCTION STANDARDS FOR CITY OF PORT ST. LUCIE PUBLIC WORKS DEPARTMENT 121 SW PORT ST. LUCIE BOULEVARD PORT ST. LUCIE, FL 34984	EXHIBIT D SOD REQUIREMENTS #2	NOTES:	DETAIL: EXHIBIT D DATE: 2017 SCALE: N.T.S. SHEET: 1 OF 1

INSPECTION REMINDERS

1. Please schedule the inspections when the project is ready for inspection.
2. Permit must be on site.
3. Inspections cannot be requested with a certain time of day.
4. Superintendents, project managers, or any other personnel may not trade a scheduled inspection date with another inspection.
5. Please use permit numbers when calling to schedule the inspections.
6. Once an inspection has been scheduled, there is a $95.00 cancellation fee unless it is cancelled by 2:30pm the day before it is scheduled. Cancellation fees may only be waived due to weather and verified by the Public Works Department.
7. Check permit box for results.
8. All results will be submitted to Building Department by 3pm.each day. They have 24 hours to issue a C.O.
9. Please do not call for results until after 3pm.
10. Please do not call the inspectors for results.

Contractor Check List

- ☐ 1. VERIFY THAT THE DRAINAGE PLAN WILL WORK
- ☐ 2. 12” TEMPORARY DRIVEWAY PIPE HAS BEEN INSTALLED
- ☐ 3. LINER INSTALLATION IS COMPLETE
- ☐ 4. SOD INSTALLATION IS COMPLETE
  - A. SOD WEDGES
  - B. SOD LOWER THAN THE EDGE OF PAVEMENT
  - C. ADJACENT SWALES IF DISTURBED
  - D. REAR BANKS IF DISTURBED
  - E. SOD TIED INTO NEIGHBORING LOTS
- ☐ 5. MAINTAIN SLOPES AT 3 TO 1 OR FLATTER (NO “TRENCHES”)
- ☐ 6. SEED AND HAY OR SOD ADJACENT LOTS WHERE DISTURBED
- ☐ 7. LOOK AT TREES ALONG PROPERTY LINES TO DETEREMINE IMPACT ON LOT DRAINAGE
- ☐ 8. REPAIR ANY DAMAGE TO ROAD THAT OCCURRED DURING CONSTRUCTION OF THE HOME
- ☐ 9. REMOVE BUILDING MATERIALS AND TRASH FROM ADJACENT AREAS
- ☐ 10. SCHEDULE A FINAL INSPECTION WHEN THE JOB IS COMPLETELY READY
- ☐ 11. KEEP REJECTION TAGS. REFERENCE THEM TO REDUCE CONFUSION

NOTE: THIS LIST IS TO BE USED AS A GUIDELINE ONLY. ADDITIONAL ITEMS CAN BE REQUIRED.