



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Commercial Low Voltage Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none">• Permit number and pin number, C# if applicable - for office use only
<ul style="list-style-type: none">• Property address
<ul style="list-style-type: none">• Legal description
<ul style="list-style-type: none">• Owner's information
<ul style="list-style-type: none">• Contractor's information
<ul style="list-style-type: none">• Architect/Engineer's information
<ul style="list-style-type: none">• Type of low voltage
<ul style="list-style-type: none">• Detailed description of work
<ul style="list-style-type: none">• Detailed location
<ul style="list-style-type: none">• Valuation
<ul style="list-style-type: none">• Application date and received by, for office use only
<ul style="list-style-type: none">• Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 3 copies:
<ul style="list-style-type: none">• Plans signed and sealed by a licensed Architect/Engineer
<ul style="list-style-type: none">• Recorded Notice of Commencement for work valued more than \$2500
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.

Updated 7/13/2018 YP