



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Privacy Wall/Fence 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"> • Detailed description of the proposed work
<ul style="list-style-type: none"> • Type of wall/fence material being used
<ul style="list-style-type: none"> • Height
<ul style="list-style-type: none"> • Length
<ul style="list-style-type: none"> • Footing size, if applicable
<ul style="list-style-type: none"> • Is the wall/fence being used as a child safety barrier
<ul style="list-style-type: none"> • Corner lot
<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 2 copies for residential and 4 for commercial:
<ul style="list-style-type: none"> • Approval from Planning and Zoning with approved site-plan
<ul style="list-style-type: none"> • Site-plan must show the location of the wall/fence
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Prior to processing a Privacy Wall/fence Permit, check with the Addressing Division to make sure that the permit will be applied to the correct address.
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.