



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Commercial Tenant Improvement Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
• Permit number and pin number, C# if applicable - for office use only
• Property address
• Legal description
• Owner’s information
• Business owner’s information
• Contractor’s information
• Architect/Engineer’s information
• Description of proposed work
• Special conditions
• Business name
• Tenant improvement/change of occupancy/shell permit
• Class of work
• Health department
• Sprinkler system
• Number of stories
• Elevator
• Occupancy group
• Total square footage of the building
• Water/sewer type and provider
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 4 copies:
• Approval from Planning and Zoning, Engineering and the Utilities Department, if applicable.
• Plans signed and sealed by a licensed Architect/Engineer
• Manual N, Energy Codes and Load Calcs, if applicable
• Wind load calculation form, if applicable
• Recorded Notice of Commencement for work valued more than \$2500
NOTES:
• All sets of plans must coincide with one another and must be securely stapled.
• Products approvals must be superimposed on each set of plans.
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.