



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Construction/Sales Trailer 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"> • Size of trailer
<ul style="list-style-type: none"> • Sub-permits, if applicable
<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 copies for commercial:
<ul style="list-style-type: none"> • Planning and Zoning approval, if the permit request is for a sales trailer
<ul style="list-style-type: none"> • Tie down information (anchoring)
<ul style="list-style-type: none"> • Sub-contractor permit applications, if applicable
<ul style="list-style-type: none"> • Property survey/site-plan showing the location of the trailer
<ul style="list-style-type: none"> • Signed and sealed plans for all site construction including but not limited to, handicap access, entrance stairs, decks, facades and any other site-built or installed components for the sales trailer.
<ul style="list-style-type: none"> • Utilities Department approval, if plumbing or sewage will be connected
<ul style="list-style-type: none"> • Fire Marshall form, if the permit request is for a sales trailer
<ul style="list-style-type: none"> • Floor plan, if the permit request is for a sales trailer
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Storage boxes, Conex boxes and PODS are not considered a sales trailer.
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