



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Garage Conversion 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"> • Total square footage prior to the conversion
<ul style="list-style-type: none"> • Total square footage after the conversion
<ul style="list-style-type: none"> • Future use of converted garage space
<ul style="list-style-type: none"> • If the property is on City Sewer, the account number must be provided on the application, if the permit request is for a room addition and the house is on a septic system, approval from the Health Department is required.
<ul style="list-style-type: none"> • Overhead garage door to remain
<ul style="list-style-type: none"> • Will the conversion include electrical, plumbing, a/c work, etc.
<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"> • Plans signed and sealed by a licensed Architect/Engineer with the Product Approvals and Wind Load forms superimposed onto the plans, if applicable
<ul style="list-style-type: none"> • Sub-contractor Permit Applications, if applicable
<ul style="list-style-type: none"> • Truss shop drawings on 8 ½" x 11" paper sealed, if applicable
<ul style="list-style-type: none"> • Signed Energy Codes, if applicable
<ul style="list-style-type: none"> • Manual J, if the space will include air conditioning
<ul style="list-style-type: none"> • Floor plan of the converted space
<ul style="list-style-type: none"> • Health Department approval, for well and septic only
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • The Plans Examiner may request an as-built survey at their discretion.
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.