



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Garden Structure Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Commercial/Residential</li> </ul>
<ul style="list-style-type: none"> <li>• Size</li> </ul>
<ul style="list-style-type: none"> <li>• Type (Pre-fabricated or site-built)</li> </ul>
<ul style="list-style-type: none"> <li>• Manufacturer</li> </ul>
<ul style="list-style-type: none"> <li>• Type of pad (concrete, wood, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Size of slab, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Footing size, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Anchoring kit</li> </ul>
<ul style="list-style-type: none"> <li>• Number of pre-existing garden structures on the property, if any</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies for residential and 4 copies for commercial:
<ul style="list-style-type: none"> <li>• Plans signed and sealed by a licensed Architect/Engineer or Product Approvals</li> </ul>
<ul style="list-style-type: none"> <li>• Plot plan/Property Survey</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>• Commercial projects require approval from Planning and Zoning if an original site-plan is not available.</li> </ul>
<ul style="list-style-type: none"> <li>• Garden Structure Permits are required for commercial sites or if the structure is over 8’x8’ on a residential property.</li> </ul>
<b>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.</b>

Updated 7/13/2018 YP