



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Phased Construction 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
• Contractor’s information
• Architect/Engineer’s information
• Commercial/residential
• Foundation only request
• Description of proposed work
• Valuation
• Application date and received by, for office use only
• Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies for residential and 4 for commercial:
• Sub-contractor Permits, if applicable
• Site plan
• Foundation plans showing all MEP’s under the slab
• Recorded Notice of Commencement for work valued more than \$2500
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