



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Re-Roof Permits

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| 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"> • Class of work |
| <ul style="list-style-type: none"> • New roof deck |
| <ul style="list-style-type: none"> • Cost of construction |
| <ul style="list-style-type: none"> • Roof type |
| <ul style="list-style-type: none"> • Roof covering |
| <ul style="list-style-type: none"> • Roof deck |
| <ul style="list-style-type: none"> • Wind speed class, if applicable |
| <ul style="list-style-type: none"> • Manufacturer/product name / product approval |
| <ul style="list-style-type: none"> • Proposed flashing |
| <ul style="list-style-type: none"> • Ridge vent |
| PLANS AND DOCUMENTS – Provide 2 copies for residential and 4 for commercial: |
| <ul style="list-style-type: none"> • Product Approval/Manufacturer’s specs |
| <ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500 |
| NOTES: |
| <ul style="list-style-type: none"> • If skylights are being replaced, a separate permit is required at no additional cost. |
| <ul style="list-style-type: none"> • If the permit request is for new skylights, a separate permit and permit fee is required. |
| 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