



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Siding 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"> • Commercial/residential
<ul style="list-style-type: none"> • Type of siding (Note: Masonite and Aluminum siding require plan review)
<ul style="list-style-type: none"> • Description of work
<ul style="list-style-type: none"> • Area of proposed work
<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"> • Manufacturer’s specifications, if siding is Masonite or Aluminum
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Siding permits are issued over the counter, if the material used is Masonite or Aluminum, plan review 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