



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Single Family Residence 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>• Architect/Engineer’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Type of work</li> </ul>
<ul style="list-style-type: none"> <li>• Model home</li> </ul>
<ul style="list-style-type: none"> <li>• Description of work</li> </ul>
<ul style="list-style-type: none"> <li>• Square footage for living, non-living and total for both</li> </ul>
<ul style="list-style-type: none"> <li>• Number of stories</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation per square footage</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:
<ul style="list-style-type: none"> <li>• Sub-contractor of Record Permit Applications</li> </ul>
<ul style="list-style-type: none"> <li>• Elevation sheet</li> </ul>
<ul style="list-style-type: none"> <li>• Manual J</li> </ul>
<ul style="list-style-type: none"> <li>• Energy codes (must be completed and signed on the front and display page)</li> </ul>
<ul style="list-style-type: none"> <li>• Engineering approval (red stamped copy must be submitted unless the permit request is a revision)</li> </ul>
<ul style="list-style-type: none"> <li>• Plot plan survey showing the house</li> </ul>
<ul style="list-style-type: none"> <li>• Warranty deed, if homeowner builder</li> </ul>
<ul style="list-style-type: none"> <li>• Utility receipt (must be submitted prior to the permit being issued)</li> </ul>
<ul style="list-style-type: none"> <li>• Health Department and Abandonment of Easement paperwork, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Homeowner Builder Notice, if the owner is applying for the permit</li> </ul>
<ul style="list-style-type: none"> <li>• Property Owner Affidavit, if the contractor is applying for the permit</li> </ul>
<ul style="list-style-type: none"> <li>• Plans signed and sealed by a licensed Architect/Engineer, with Product Approval and Wind Load Form superimposed on the plans. (Note: Plans sets must be complete, loose plan sheets will not be accepted.)</li> </ul>
<ul style="list-style-type: none"> <li>• Truss cut sheets on 8 ½”x11” paper</li> </ul>
<ul style="list-style-type: none"> <li>• Truss layout stating it was reviewed and approved by the Architect/Engineer of Record who sealed the house drawings.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>PRIVATE PROVIDERS:</b> Private providers must submit, Notice to the Building Official, Plans Compliance Affidavit and a list of licenses for Plans Examiners and Inspectors. (Note: The application must be stamped “Private Provider”.)</li> </ul>

- Recorded Notice of Commencement

**NOTES:**

- All items must be verified before issuing the permit.

**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