



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Skylight 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"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • Commercial/residential
<ul style="list-style-type: none"> • Manufactured by
<ul style="list-style-type: none"> • Number of skylights to be installed or replaced
<ul style="list-style-type: none"> • Type of skylight (impact/non-impact)
<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 for commercial:
<ul style="list-style-type: none"> • Manufacturer’s specs
<ul style="list-style-type: none"> • Product approval
<ul style="list-style-type: none"> • Installation instructions
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Alterations to accommodate New Skylights require a “Structural Opening Permit” and plans signed and sealed by a licensed Architect/Engineer.
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