



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Structural Damage 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"> • Architect/Engineer’s information |
| <ul style="list-style-type: none"> • Commercial/Residential |
| <ul style="list-style-type: none"> • Description and cause of damage |
| <ul style="list-style-type: none"> • Detailed description of the proposed repair |
| <ul style="list-style-type: none"> • Detailed location |
| <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"> • Sub-contractor Permit Applications, if applicable |
| <ul style="list-style-type: none"> • Plans signed and sealed by a licensed Architect/Engineer with Product Approvals superimposed on to the plans. |
| <ul style="list-style-type: none"> • Prescribed method of construction signed and sealed by a Florida State licensed Architect/Engineer. Note: Must be submitted with the Permit Application. |
| <ul style="list-style-type: none"> • 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