



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Structural Opening 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"> • Description of work
<ul style="list-style-type: none"> • Detailed description of proposed work
<ul style="list-style-type: none"> • Detailed location of proposed work
<ul style="list-style-type: none"> • Does this opening involve a fire rated wall
<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
<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