



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Sub-Contractor of Record Verification

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">• Name of authorized master permit holder or property owner builder and license #
<ul style="list-style-type: none">• Type of 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 for commercial:
<ul style="list-style-type: none">• The Sub-contractor of Record Application must be submitted with the master permit, if the master permit is issued over the counter. Note: The submittal of this application does not allow the applicant to start any work until the master permit has been issued.
NOTES:
<ul style="list-style-type: none">• All sub-contractor verifications must be received before the Master Permit can be issued.
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