



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Window and Door 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>• Commercial/residential</li> </ul>
<ul style="list-style-type: none"> <li>• Manufactured by</li> </ul>
<ul style="list-style-type: none"> <li>• Number of windows/doors</li> </ul>
<ul style="list-style-type: none"> <li>• Location of windows/doors</li> </ul>
<ul style="list-style-type: none"> <li>• Type of door</li> </ul>
<ul style="list-style-type: none"> <li>• Type of window</li> </ul>
<ul style="list-style-type: none"> <li>• Impact/non-impact</li> </ul>
<ul style="list-style-type: none"> <li>• Structural alteration (Note: Structural Alterations require a Structural Opening Permit and plans signed and sealed by a licensed Architect/Engineer)</li> </ul>
<ul style="list-style-type: none"> <li>• Existing shutters (window only)</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</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 for residential and 4 for commercial:
<ul style="list-style-type: none"> <li>• Manufacturer’s specifications</li> </ul>
<ul style="list-style-type: none"> <li>• Product approval</li> </ul>
<ul style="list-style-type: none"> <li>• Installation instructions</li> </ul>
<ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>• A separate “Opening Protection Permit” may be required for non-impact windows.</li> </ul>
<ul style="list-style-type: none"> <li>• A separate “Door Permit” is required for doors with different manufacturers.</li> </ul>
<b>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.</b>

Updated 7/13/2018 YP