

REQUEST FOR AN INSPECTION

All inspection requests require a minimum of 24 hours notice during the work week. No emergency inspections will be scheduled for any reason.



City of Port St. Lucie

PLANNING & ZONING DEPARTMENT
Phone: (772) 871-5212 Fax: (772)871-5124

A City for all Ages

INSPECTION REQUEST - P & Z Fee Paid: Receipt _____

I. CONTRACTOR OR DEVELOPER TO FILL OUT:

- a. DATE FILED _____ File No. P- _____
- b. NAME OF PROJECT (SITE PLAN) _____
- c. PERMIT NO. _____ LOT _____ BLOCK _____ SECTION _____
- d. CONTRACTOR _____
- e. CONTACT PERSON _____
- f. CONTACT PERSON'S EMAIL ADDRESS: _____
- g. CONTRACTOR'S PHONE _____ CONTRACTOR'S FAX _____
- h. PROJECT ADDRESS/LOCATION _____
- i. **ATTACH THE ORIGINAL LANDSCAPE ARCHITECT'S LETTER OF COMPLIANCE PRIOR TO SUBMITTAL.**
- j. **ATTACH ARCHITECT'S ORIGINAL SIGNED AND SEALED LETTER OF COMPLIANCE.**

II. CITY STAFF TO FILL OUT:

PLANNER/REVIEWER (P&Z DEPT.) _____

APPROVED _____ REJECTED _____

COMMENTS _____

1ST INSPECTION IS FREE

FOR REINSPECTION OR PHASED INSPECTION FEE, REFER TO "FEE SCHEDULE".
(Must be paid to Planning & Zoning Department prior to scheduling of reinspection.)

City of Port St. Lucie – Planning and Zoning Department

NOTICE TO CONTRACTORS

Commercial Permits

Please list the Planning and Zoning File Number that was assigned to your project at the beginning of the Site Plan Review process on all forms and submitted drawings.

To Obtain a Building Permit:

To obtain a Building Permit, the contractor will have to submit a 'Request for P&Z Plan Review for Building Permits' form along with one set of Construction Plans, and an Approved Site Plan to the Planning and Zoning Department.

The Planner of that project will then check the drawings against the approved site plan. If no changes were made to the site plan, the plans will be approved and forwarded to either the Engineering Department, or, if there is a grease trap, to the Utility Department.

To Obtain a Certificate of Occupancy:

The contractor will pick up a 'Request For An Inspection' form from the Planning and Zoning Department. The contractor must completely fill out the 'Request For An Inspection' form and submit it, along with the original Landscape Architect's Letter of Compliance (signed and sealed), to the Planning and Zoning Department.

If the inspection passed, the form will be approved and signed then forwarded to the Building Department.

All approved or rejected forms will be faxed to the contractor.