



City of Port St. Lucie
Building Department

"It Starts with a Good Foundation"

Architectural Pre-Review Request

Requests for Architectural Pre-Reviews must be submitted, via a completed Architectural Review Request Form, to permitting@cityofpsl.com.

If a contractor has been selected for the project, they must sign and submit the request for Architectural review.

If the Architectural Review Request is approved, the applicant shall submit digital plans signed and sealed by a licensed design professional. Each trade must be combined into one file, emailed to permitting@cityofpsl.com via Dropbox or similar link.

Examples of the file formats are:

- Site Plan
- Architecture
- Mechanical
- Electric
- Plumbing
- Automatic Fire Sprinkler
- Fire Alarm System

The fees for Architectural Pre-Review shall be calculated per City Ordinance Chapter 150, Section 109.7.2, and ICC Building Valuation Data. Any additional applicable fees, including plan review fees, will be collected at time of permit submittal. Once the Architectural Pre-Review application is approved, permitting will contact the applicant for payment. Payment must be made for review to commence.

Code changes may require re-submittals of plans and additional fees.

Note: If Compliance Review has already been approved, this request is not eligible for Architectural Pre-Review. Please submit a Building Permit.



City of Port St. Lucie Building Department

121 SW Port St. Lucie Blvd., Port St. Lucie, Fl. 34984

Ph: 772-871-5132 Website: www.CityofPSL.com/Building

Architectural Pre-Review Request Form

THIS IS NOT AN APPLICATION FOR A BUILDING PERMIT

P&Z#:		Project Name:	
Project Address (If available):		Developer:	
Contractor/Agent:		Phone#:	E-mail:
Architect/Engineer:		Phone#:	E-mail:
Description of Work:		Total Sq. Footage:	Stories:
Occupancy Group:		Fire Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No	

The undersigned agent acknowledges and agrees to the following terms and conditions for Architectural Pre-Review Request:

1. This submittal request is subject to the approval of the Building Official based on the project size and staffing.
2. This Pre-Review is NOT a permit submittal, a complete building permit application will be required for permit issuance.
3. The time duration for this review will be contingent upon the current workload.
4. Priority will be given to plan reviews that are part of an official permit submittal.
5. Timelines for Pre-Reviews may be extended during a State of Emergency or Disaster Declaration.
6. Additional revisions to plan submittals will constitute another request form and another review.
7. Review may be conducted after the Permit Application has been submitted.
8. The progress of this review can be tracked via the Online portal (Please note that repeated update request may delay the review process.)
9. All other applicable fees will be applied once the request is granted, I will be required to submit all applicable fees to the start of the review.
10. Additional plan review fees, not calculated at pre-review, will be added and collected at time of permit application.
11. The prereview submittal package must include all trades. Each trade must be combined in one file that is digitally signed and sealed by a licensed design professional. The file naming convention shall include but not limited to Architecture, Structural, Mechanical, Electrical, Plumbing, Fire Alarm System, Fire Sprinkler System, Soil Investigation Report, and Energy Compliance documents.
12. Each building type or structure will be subject to a separate request.
13. I understand that all plans are subject to the code edition in effect at the time of permit submittal, regardless of when Pre-Review was completed.

I have read and understand the above conditions for the request of Architectural Review. I understand that I will be the authorized contact and sole agent for this project.

Contractor/Agent* Signature Date

Print Name

*Must be submitted and signed by contractor if one has been selected for project

For office use only:	
_____ Building Official Signature	_____ Approved
_____ Date Anticipated Review Time	
Please note: Required paperwork, approved request form, and fees must be submitted to Plan Review within 10 business days from approved date.	



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**ARCHITECTURAL
 PRE-REVIEW
 APPLICATION**
 (This is NOT an application for Building Permit)

ARCH REV#: _____ **P&Z#:** _____

PROJECT NAME:		
ADDRESS/LOCATION (IF AVAILABLE):		
CONTRACTOR/AGENT:		COMPANY NAME:
EMAIL:		PHONE#: FAX#:
DEVELOPER:	OWNER NAME:	
ARCHITECT	PHONE: E-MAIL:	
ENGINEER	PHONE: E-MAIL:	
DESCRIBE WORK:	VALUATION:	
TOTAL SQUARE FEET OF BLDG:	NUMBER OF STORIES:	OCCUPANCY GROUP
TYPE OF CONSTRUCTION PER T600:	ELEVATOR: <input type="checkbox"/> YES <input type="checkbox"/> NO	FIRE SPRINKLERS: <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>PLAN WILL REQUIRE ADDITIONAL REVIEW AT TIME OF APPLICATION TO ASSURE COMPLIANCE WITH CURRENT CODES.</p> <p><u>FORMAL PERMIT APPLICATION SHALL BE MADE WITHIN 120 DAYS OF PRE-PERMIT SUBMITTAL.</u></p> <p>SUBMITTAL REQUIREMENTS: SIGNED AND SEALED PLANS, ENERGY CODES AND A/C CALCS</p> <p>THIS IS NOT AN APPLICATION FOR BUILDING PERMIT</p>		
_____ Signature of Submitter		_____ Date
_____ Print Name		
For Office Use Only:		Architectural Fee Paid:
Received By:		Receipt #: <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Check
Date Received:		