

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

EXTERIOR DOOR / WINDOW PERMIT APPLICATION

Permit # Pin			
CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8 TH EDITION			
Site Address:			
Legal Description (Section/Block/Lot):		Parcel ID:	
Owner's Information	Ī		
Name:	Email:		Phone:
Address:			
Contractor's Information			
Name:	Email:		Phone:
Address:		PSL Comp no.	State License no.
PROJECT INFORMATION			
□ Commercial □ Residential Structural alteration: □ No □ Yes Existing shutters: □ No □ Yes Sliding Door(s): Manufacturer(s):			
			ion of Door(s): Front Back Side
Type of Door(s): ☐ Impact ☐ Non-impact*(a separate shutter permit may be required) Location of Door(s): ☐ Front ☐ Back ☐ Side			
Window(s): : Manufacturer(s): Location of Window(s): ☐ Front ☐ Back ☐ Side			
Type of Window(s): Impact Non-impact *(a separate shutter permit may be required)			
Type of installation: 🗌 Finn (common with wood frame walls) 🔲 Inset (common with CBS walls)			
*See checklist for additional requirements.			Total Valuation \$
**MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER			
Contractor Signature			
e e e e e e e e e e e e e e e e e e e	Date	Owner or Owner's Aut	horized Representative Signature Date
Print Name	Date 	Owner or Owner's Aut Print Name	horized Representative Signature Date
	Date		
Print Name	Date	Print Name	of Florida
Print Name Notary Public, State of Florida	Date	Print Name Notary Public, State of	of Florida
Print Name Notary Public, State of Florida	Date	Print Name Notary Public, State of	of Florida
Print Name Notary Public, State of Florida STATE OF FLORIDA, County of [NOTARIAL SEAL]		Print Name Notary Public, State of STATE OF FLORIDA, Co	of Florida Dunty of
Print Name Notary Public, State of Florida STATE OF FLORIDA, County of		Print Name Notary Public, State of STATE OF FLORIDA, Co	of Florida
Print Name Notary Public, State of Florida STATE OF FLORIDA, County of [NOTARIAL SEAL]	ged before me by	Print Name Notary Public, State of STATE OF FLORIDA, Co. [NOTARIAL SEAL] The foregoing instrume	of Florida Dunty of
Print Name Notary Public, State of Florida STATE OF FLORIDA, County of [NOTARIAL SEAL] The foregoing instrument was acknowledged.	ged before me by e notarization this	Print Name Notary Public, State of STATE OF FLORIDA, Co. [NOTARIAL SEAL] The foregoing instrume means of physical p	of Florida bunty of ent was acknowledged before me by
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Building Department CHECKLIST FOR DOOR AND WINDOW PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- **Door information:** Number of doors, type of door, location of door, manufacturer.
- **Window information:** Description of work, manufactured by, # of windows, location of windows, type of window, structural alteration, existing shutters, type of installation.
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Layout plan
- Product approval with installation instructions
- If altering the structure to install the window/door, please refer to the Structural Opening permit checklist.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.