



"A City for All Ages"

# City of Port St. Lucie

## PUBLIC WORKS DEPARTMENT

Accredited Agency - American Public Works Association



### Standard Items Needed for Commercial Permits

The applicant is advised that the following items need to be **submitted, reviewed and approved** prior to issuance of a Public Works Department Construction Permit for Clearing, Mass Grading, or Site Work:

- a. A *Compliance Form for Commercial Development* request needs to be uploaded to Project Fusion with a PDF of all attached items for approval. Once approved, the Planning & Zoning Department will notify Utilities for review and approval and once approved by Utilities they will notify Public Works for review and approval. The form can be found on the City website under the Planning & Zoning Department.
- b. *Stormwater ERU Calculation* form, completed with signature of the Engineer and Owner. \*
- c. An itemized cost estimate for the total *site work*, signed and sealed by the Engineer of Record, or a copy of the contractor's bid with a letter from the Engineer of Record certifying that the bid is acceptable for the project.
- d. *Public Works Construction Permit Application* completed by the Contractor. \*
- e. Documentation of construction plan approval from the Community Development District (if applicable).
- f. A copy of the approved SFWMD Permit/Permit Modification for this project (if applicable)
- g. A copy of the approved FDEP 10/2 Self-Certification (if applicable)
- h. For projects that disturb 1 acre or more, submit a copy of the NOI submitted to the FDEP.
- i. For projects disturbing one acre or more provide one copy of a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP can be submitted as part of the construction plan set, or separate from the construction plans in a text format. The SWPPP must include all the information required on the FDEP guidance template found at: <http://www.dep.state.fl.us/water/stormwater/npdes/swppp.htm>.
- j. Three (3) sets **\*\*folded\*\*** 24" x 36" signed and sealed Civil/Site plans.
- k. Payment of the Public Works Permit fee; the fee is based on the cost estimate. *Please include the project number on the check description/memo line.*

**Submit all above items (except "j") in PDF format via one of the following methods:**

- Upload to Project Fusion <https://fusion.cityofpsl.com/>
- email attached items to [engpw@cityofpsl.com](mailto:engpw@cityofpsl.com) (do not send link for PW to download your documents)
- Upload to the Project FTP site <http://submit.cityofpsl.com/> (choose Public Works for the Department)