



COMPLIANCE FORM FOR COMMERCIAL DEVELOPMENT

City of Port St. Lucie

Step 1: Submit the Compliance Form with the following items:

- ✓ Interior Build-Out and Tenant Improvement – Submit one (1) paper copy of the approved site plan and building plans, and one (1) CD or one (1) USB flash drive containing all items submitted. Utilities Systems may require the following: Utility Service Information Form and a Grease Management Plan <https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/forms-downloads/>
- ✓ Other – Submit one (1) paper copy of the approved site plan and one (1) set of all appropriate construction plans for the work being performed, and one (1) CD or one (1) USB flash drive containing all items submitted.
- ✓ New Building – Submit one (1) paper copy of the approved site plan; paving, grading and drainage plans; landscaping plan, clearing, mass grading, SWPPP, one (1) set of building plans, and one (1) CD or one (1) USB flash drive containing all items submitted.

**** Tenant Improvement and Other – please highlight the new modifications on the plans ****

**** Please contact the Planning & Zoning Department for all appropriate fees ****

Step 2:

- *Planning and Zoning Department (P&Z)* – (772) 871-5213: Upon receipt the P&Z Department will review the plans for compliance. Once approved the P&Z Department will forward the Compliance Form, plans, and one (1) CD or one (1) USB flash drive to Utility Systems
- *Utilities Systems* – (772)873-6400: Upon receipt from the P&Z Department, Utility Systems will review the plans for compliance. Once reviewed the Utility Systems will forward the Compliance Form, plans, and 1 CD or 1 USB flash drive to the Public Works Department
- *Public Works Department (PW)* – (772)871-5177: Upon receipt from Utility Systems, the PW Department will review the plans for compliance. Once reviewed the PW Department will do the following:
 - Interior Build-Out/Tenant Improvement/Other – call or email the applicant to pick up
 - New Building – the Compliance Form shall be released upon confirmation of a scheduled PW Department Preconstruction Meeting. Preconstruction Meeting Request form located at: http://www.cityofpsl.com/public-works/commercial_review_and_permitting_forms.htmlThe PW Department will call or email the Engineer of Record to pick up

Note: Track the progress of the Compliance Form through the individual departments online:
<https://pandapublicweb.cityofpsl.com/Onlineservices/TrackingSearch.aspx>

Upon receipt of the reviewed Compliance Form from the Public Works Department please submit the following to the Building Department to begin the building permit process:

- Completed Compliance Form along with fees, a Building Permit Application and the following items:
 1. Four (4) sets of plans that are securely stapled. All four (4) sets must be complete and match. All four (4) sets must be signed/sealed.
 2. Four (4) copies of Manual N. Energy Codes, and Load Calculations
 3. Form for wind load calculations superimposed on plans
 4. Two (2) sets of approved site plan
 5. Sub-Contractor permits for air conditioning, electric, plumbing, insulation
 6. Two (2) copies of Certified Recorded NOC
 7. Address sheet from MIS/GIS



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STEP 1 – By Applicant:

Application Date: 9/26/2022

Planning and Zoning Project Number (Must be provided): P _____ Zoning: _____

Project Name: Cashmere Retail

Project Address: St. Lucie West Plat #122 Lot 4A (4.716 AC)

Check Type of Request: Interior Build-out Tenant Improvement New Building

*** Tenant Improvement and Other – please highlight the new modifications on the plans ***

or Other (explain in detail): _____

Intended Use: Retail Center

Name of Contact: Laura Schaad Company Name: Anderson-Moore Construction Corp.
(Print the name of person submitting the plans)

Contact Phone Number: 561-348-4805 E-mail Address: permits@aandjpermits.com

STEP 2 – City Department Review (To be completed by City Departments):

✓ **PLANNING AND ZONING** P & Z Fee Paid: Receipt _____

Reviewed by: _____ Date: _____

Action: Approve Reject Impact Fee Attached: Yes _____ No _____

If rejected, why: _____ Upland Mitigation Fee Required: Yes _____ No _____

Tree Protection: Yes _____ No _____ Public Art Fee: Yes _____ No _____

Preserve Area Inspection: Yes _____ No _____

The Planning and Zoning Department reviews the approval status of the subdivision plat:

✓ **UTILITIES** (An interceptor may be required for any use that involves hair, food, or lint)

Reviewed By: _____ Date: _____

Action: _____

✓ **PUBLIC WORKS** (The Public Works Department reviews site plans and site plan construction drawings)

Reviewed by: _____ Date: _____

Action: _____

STEP 3 – BY APPLICANT

Submit the completed Compliance Form along with all appropriate drawings, fees, and a Building Permit application to the Building Department (772)871-5132.