



COMPLIANCE FORM FOR COMMERCIAL DEVELOPMENT

City of Port St. Lucie

Step 1:

Log into <https://fusion.cityofpsl.com> and submit a Compliance Form Application. Attach the following items as pdf's for each application type:

- ❖ Interior Improvement –Copy of approved site plan and building plans. Utility Systems may require the following: Utility Service Information form:
<https://utility.cityofpsl.com/media/1308/commercial-tenant-application-edoc116.pdf>
and a Grease Management Plan:
<https://utility.cityofpsl.com/media/1235/grease-management-plan.pdf>
- ❖ New Building – Copy of the approved site plan; paving, grading and drainage plans; landscape plan, clearing mass grading, SEPPP and a set of building plans.
- ❖ Other – Copy of the approved site plan and copy of all appropriate construction plans for the work being proposed.

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 to Utility Systems.
- ✓ Utilities Systems – (772) 873-6400. Upon receipt from the P&Z Department, Utilities Systems will review the plans for compliance. Once reviewed the Utilities Systems will forward the Compliance Form 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 approved, the applicant will receive an email indicating they can log into Fusion to access the approved form and plans.

Note: Track the progress of the Compliance Form through the individual departments online:

<https://pandapublicweb.cityofpsl.com/online services/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. Two (2) sets of plans that are securely stapled. The two (2) sets must be signed/sealed, compete and match.
 2. Two (2) 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 Building Addressing.



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STEP 1 – BY APPLICANT:

Application Date: 6/27/2023

Project Name: P23-036 Verano South PUD 1 Pod G Model Row

Project Address: Serapis Way, Port St Lucie, FL - Lots 403, 404, 405 and 406

Planning and Zoning Project Number (Must be provided): P 23-036 Zoning: PUD

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

or Other (explain in detail): Model Row, Model Row Parking Lot, Decorative Fence and pavers

Name of Contact: Daniel Sorrow Company Name: Cotleur & Hearing
(Print the name of person submitting the plans)

Contact Phone Number: 561-747-6336 E-mail Address: DSorrow@Cotleur-Hearing.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:

☒ **PUBLIC WORKS**

(The Public Works Department reviews site plans and site plan construction drawings)

Reviewed by: _____ Date: _____

Action: _____

☒ **UTILITIES**

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

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.