



City of Port St. Lucie

Building Department

"It Starts With a Good Foundation"

Architectural Pre-Review

All request for Architectural Pre-Reviews shall be submitted in writing to the Building Official. To submit a request, a completed Architectural Review Request Form shall be emailed to permitting@cityofpsl.com. The decision to grant the request will be that of the Building Official only.

If a contractor has been selected for the project, the contractor is required to sign and submit the application for Architectural review.

If the Architectural Review Request is approved, the applicant will be required to submit the following documents in PDF format:

- Plans signed and sealed by a Florida licensed Architect/Engineer.
- Energy Code
- Manual N
- If there is a specification book for the project, submit a copy.
- Completed Pre-Permit Plan Application

Architectural Review fees shall be as follows:

- | | |
|---------------------------|------------|
| ○ Up to 20,000 Sq. feet | \$700.00 |
| ○ 20,001-50,000 Sq. feet | \$1,150.00 |
| ○ 50,001-125,000 Sq. feet | \$1,600.00 |
| ○ 125,001 Sq. feet and up | \$2,150.00 |

The above fees are in addition to all other applicable fees and must be paid at the time the Architectural Review Application is submitted. (Once the Architectural Pre-Review application is processed, permitting will contact the applicant for payment.

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

Note: Architectural Pre-Review Request will not be accepted until the Commercial Compliance Form has been submitted to the Planning and Zoning Department. If the Planning and Zoning Department has already approved the project, the applicant will NOT be eligible for an Architectural Review.



City of Port St. Lucie

Building Department
121 SW Port St. Lucie Blvd.
Port St. Lucie, FL 34984 • 772-871-5132
www.cityofpsl.com/building

Architectural Pre-Review Request Form

P&Z#: _____

Project Name: _____

Developer: _____ **Contractor:** _____

Contractor Phone#: _____ **E-mail:** _____

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

1. I acknowledge that this submittal request is subject to the decision of the Building Official.
2. I acknowledge that this Pre-Review is NOT a permit submittal, this is only a Pre-Review request.
3. I understand that the time duration for this review will be contingent upon the current workload of plan review.
4. I understand that priority will be given to plan reviews that are part of an official permit submittal, with an approved site plan.
5. I understand that timelines for Pre-Reviews may be extended during a State of Emergency or Disaster Declaration.
6. I understand that revisions to plan submittals will constitute another request form and another review.
7. I understand that another review will be conducted after the Permit Application has been submitted.
8. I understand that the results of this review will be posted on the Building Department's webpage. (Please note that repeated update request may delay the review process.)
9. I understand that standard plan review fees will be applied to the permit once an official application has been submitted.
10. I understand that if the project includes a Specification Manual, I will be required to submit a copy.
11. I understand that I am required to submit Construction Plans, Energy Code, Manual N, and Manual J, where applicable.
12. I understand that an actively Registered Design Professional must sign and seal the submitted Construction Plans. (Plans that are sealed by a Non-Registered Design Professional will be rejected and not reviewed, per Florida State Statute.)
13. I understand that if this request is granted, I will be required to submit all applicable fees prior to the start of the review.
14. I understand that each building type or structure will be subject to a separate request.
15. I understand that I can submit my plans to another Design Professional for Pre-Review, and that the Building Department will also conduct a Pre-Review of the plans once submitted with the Permit Application.
16. I understand that all plans are subject to the code edition in effect at the time of permit submittal.

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.

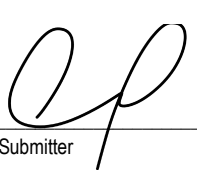


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ARCHITECTURAL PRE-REVIEW APPLICATION

(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:		
TOTAL SQUARE FEET OF BLDG:	NUMBER OF STORIES:	OCCUPANCY GROUP
TYPE OF CONSTRUCTION PER T600:	ELEVATOR: YES NO	FIRE SPRINKLERS: YES 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>		
<div> Signature of Submitter _____ Date _____ Print Name _____</div>		
For Office Use Only:		Architectural Fee Paid:
Received By:		
Date Received:	Receipt #:	Cash Credit Check