



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/oneservices/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.

Submit the completed compliance form along with all appropriate drawings, fees, and a Building Permit application to the Building Department.