

TOWN OF PALM BEACH
1 & 2 Unit Dwelling Permit
APPLICATION SUFFICIENCY CHECKLIST

Note: MUST check with other agencies for their specific requirements. Failure to do so could result in significant delay to your permit.

ONE SET OF THE FOLLOWING:

- Completed Application including recorded Notice of Commencement.
- Payment of all fees.
- Owner/Builder Affidavit, if applicable (Owner/Builder must appear personally, with proof of ownership, to apply for a permit under this exception to the Florida State Licensing Laws). A competency test may be required to assure Owner/Builder is familiar with Code requirements and capable of performing work.
- Permits involving habitable areas (enclosed living space, including window wall systems) are subject to assessment of Impact Fees. The submitted plans must bear the stamp of Palm Beach County indicating all applicable fees have been paid.

TWO SETS OF THE FOLLOWING:

- Surveys: Construction survey less than 1 year old, with proposed residence with signed and sealed construction site plan, including the location of proposed improvements, drawn to scale and dimensioned, with easements, rights-of-way, and any existing structure locations illustrated, and providing distances or separations to the property lines and any existing structures.
- Proposed finish floor elevation for habitable space is specified on survey/site plan. Minimum elevation is 18" above lowest adjacent road crown plus specific FEMA and local zone elevation requirements.
- Documentation about the flood zone and the substantial improvement determination as required on Schedule 7 of the permit application.
- Documentation to support the allowance of work proposed, at reduced setbacks or other variation from Zoning Code requirements.
- Drawings must match any previously approved Architectural Commission drawings. Any change to the exterior elevation(s) may require Architectural Commission review.
- Any work or change to a designated landmark building requires approval of the Landmarks Preservation Committee.
- Provide erosion control, site drainage and site utilization plans for all work valued at more than 25% of the value of the existing structure. See Section 86-95 of the Town's Code of Ordinances for additional threshold requirements.
- Structural drawings are signed and sealed by a Design Professional if required by Chapter 471 and 481 Fl. Statutes, and/or meets 489 Fl Statutes or a Prescriptive Standard referenced in R301.2.1.1 FBC-Residential or 1609 FBC-Building. Original signature is required.
- Drawings contain project name, and business name and address of person responsible for design.
- Wind Design Information per 1603.1.4 FBC as applies.
- Provide product approvals or compliance with Administrative Rule 9N-3 / FS 553.8425 for Windows/Glazing Protection/Mullions/Exterior Doors/Roof Coverings, etc.. Specific model of product being used identified with designer of record review and approval for design condition when applicable.
- Foundation plans indicating all footings and slabs including those for site walls, porches, and equipment pads.
- Floor plan with areas designated for use, and a square footage breakdown by use (ex: garage vs. living area or covered porch/entry). Indicate egress windows.
- Exterior elevations of all sides, including design pressures acting on all openings.
- Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applies. All variations of roof overhangs are identified and dimensioned.
- Floor framing plans, as applies.
- Typical wall/column sections illustrating all separate conditions in bearing walls.
- Stair/handrail/guardrail sections and details, as applies.
- Wall construction is identified at window sills.

- Minimum grade and species of structural framing lumber, minimum concrete strength, and grade of reinforcement, as applies.
- Beam/lintel/header schedule or shown on plan, as applies.
- Electrical load calculations, panel locations, and panel schedules.
- Florida Energy Efficiency Calculations and HVAC sizing calculations for each unit with the number of each unit type included on the site or floor plan, as applies
- HVAC equipment schedule with sensible capacity, and plans showing equipment locations and duct systems.
- Plumbing plans showing fixture locations and size of supply and waste lines.
- Gas plans and information per 106.3.5.2 FBC, and tanks located on survey/site plan, as applies. All underground tanks require anti-bouyancy engineering.

Other Agencies, as Applicable:

Army Corp of Engineers - Approval must be submitted with application when construction within the Intracoastal Right of Way Easements.

Florida Department of Environmental Protection - Permit/Exemption for proposed construction seaward of coastal construction control line.

This checklist is a guideline to minimum submittal requirements for review of proposed construction and permit application. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards.