



Revised 04/11/2024

## TOWN OF PALM BEACH DEMOLITION CHECKLIST (Must be submitted w/application)

Address: \_\_\_\_\_

**NOTE: First applicant to submit is your PLUMBER. They MUST submit a permit application signed and notarized by the property owner and the plumber to cap the water as well as a Right of Way application to cap the sewer.**

Each application for a complete or major demolition permit shall include the following information as required by the building official for submittal:

	Complete Building Permit Application
	Demolition Plan
	Current Survey
	Erosion Control Plan
	Parking Plan <i>(NOTE: A ROW permit shall be required for parking on the street or for the delivery of equipment)</i>
	Construction Screening Plan
	Other plans specific to the demolition, such as a tree disposition plan, truck logistics plan, etc. <i>(NOTE: There may be a need for additional plans pertaining to historic and Town trees, archeological sites, and parking.)</i>
	A statement confirming that if reconstruction does not commence within 30 days or a reconstruction permit becomes null and void the site shall be irrigated and sodded within ten (10) working days of the demolition or default and the property maintained so as not to be in an unsightly condition.
	Verification of water shut-off by the City of West Palm Beach
	Verification of electrical disconnect by Florida Power & Light Company
	Verification of gas disconnect by Florida Public Utilities
	Public Works sanitary sewer cap-off permit with satisfactory final inspection
	Verification by a pest control company that the property is free of rodents
	Letter of approval of demolition by any mortgagor(s)
	Cash bond or irrevocable letter of credit, redeemable at a Palm Beach County financial institution, for 135% of the estimated demolition contract amount
	Notice to all parcels within 300 feet of the property to be demolished must be mailed by regular mail ( <b>NOT CERTIFIED</b> ) 14 -30 days prior to commencement. Notice Affidavit must be submitted to Town to pick up permit.