



TYPE 1 Building & Type 1-Site Plan Review Permits **APPLICATION SUFFICIENCY CHECKLIST***

(102 & 106 P.B.C. Amendments to the Florida Building Code 2004 and Palm Beach County Unified Land Development Code)

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

- 1) Completed application.
- 2) Owner/Builder Affidavit (Owner/Builder must appear personally to apply for a permit under this exception to the Florida State Licensing Laws), if applicable.
- 3) "Site Plan Review" ("I") Certification (if applicable).
- 4) A Pool Barrier has provided the primary permit number on the application, as applies.

Work in Easements or Common Areas (typically Fences and Driveways)

- 5) Letter of approval from the Home Owners Association when work is proposed within a common area, or Zero Lot Line Maintenance Easement.
- 6) Application for construction when permitted by the Unified Land Development Code, within a utility, drainage, lake maintenance, or similar easement requires Easement Release Forms, Removal Agreement, and Land Development Approval (for drainage, lake maintenance, or similar easement.)
- 7) Letter from the Mobile (Manufactured) Home Park Manager when an accessory in a mobile home park.

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- 8) Surveys (final/tie-in or formboard are acceptable). Include proposed improvements to create a site plan, drawn to scale and dimensioned, easements, rights of way, and existing structure locations. Provide distances or separations to the property lines.
- 9) Commercial projects include Certified Site Plans reflecting proposed work, "Conditions of Approval", and "Results Letter".

Awnings Wholly Supported by the Structure (1 or 2 Unit Dwelling)

- 10) Florida Building Code Windload Design Statements per Section 1603.1.4 FBC.
- 11) Engineered construction drawings.

Electrical Service Change (1 & 2 Unit Dwelling)

- 12) A change in service size requires electrical riser diagrams.

Electrical Temporary Event

- 13) Electrical riser diagrams.
- 14) Electrical load calculations and wiring diagrams.
- 15) One copy of the Special Event Permit from the Zoning Division.

Painted Wall Sign

- 16) Elevations of the building, bay, or wall and proposed signage.
- 17) Schedules providing the number of signs and sign area for each elevation; broken down by existing signage, proposed signage, and signage allowable by Code.
- 18) Location maps indicating the character of the surrounding area and Zoning Districts.
- 19) Defining/dimensioning of the sign-bearing wall surface in relation to the overall building configuration or footprint, if not clearly indicated on the site plan.

(Continued on back)

Sewer Connection or Water Connection

- 20) Sewer connection provides a copy or other proof of application to the Health Department (or Loxahatchee River Environmental Control District, as applies) for abandonment of on-site septic system.
- 21) Multi-Unit Residential or Non-Residential provides water connection detail.

Reroofing or Re-siding

- 22) State Product Approval with specific product and details identified.
- 23) Slope of roof, product name or model number, installation method, and square footages for "**Reroofing**".
- 24) Engineered details for connections and/or structural support of mobile (manufactured) home roofer, as applies.

Vinyl/Acrylic Removable Insert Systems

- 25) Manufacturer's specifications, including the manufacturer's requirement that inserts be removed at 75 miles per hour maximum wind speeds.
- 26) Complete floor plans/layouts locating the inserts, sizes provided, and rooms with emergency egress requirements (bedrooms) identified in the existing structure.

Wall or Pool Barrier (1 & 2 Unit Dwelling)

- 27) Wall sections for "**Wall**".
- 28) Site plan on a copy of a final survey.
- 29) Drawings demonstrating Code compliance for "**Pool Barrier**".
- 30) Child safety barrier layout and manufacturer's documentation confirming strength requirements per FBC 424.2.17.1.15, and FBC-Residential R4101.17.1.15.
- 31) Conforms to the permitted Private Swimming Pool Barrier Affidavit of Responsibility form.

Window &/or Door Replacement

- 32) Layouts locating the door(s)/window(s) being replaced, with sizes and total square footage of glazed openings provided, and rooms with emergency egress requirements (bedrooms) identified.
- 33) Documentation demonstrating capacity to withstand windloads per the Florida Building Codes.
- 34) Department of Airports approval if within an Airport Overlay.
- 35) State Product Approval with specific product and details identified for required glazing protection (Exception: when window/glass door replacement is \leq 25% of the aggregate area of openings in a 1 or 2 Unit Dwelling.)

* 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.