



**TYPE 2(B) Permits – Non-Residential (Commercial) and
3 or More Unit Residential Fire Protection, Demolition, Site
Lighting, and Incidental Scopes of Work, *Except Signage*
APPLICATION SUFFICIENCY CHECKLIST***
**(102 & 106 P.B.C. Amendments to the Florida Building Code 2004 and Palm
Beach County Unified Land Development Code)**

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

- 1) Completed Application.
- 2) Interior Removal has a pending P.R. # for proposed improvement indicated on the application.
- 3) Sub-Permits have provided the Primary Permit Number on the Application, as applies.
- 4) Applicant acknowledges that the permits involving areas of occupancy or commercially useable areas may be subject to increased assessment of Impact Fees.

Work in Easements or Common Areas (typ. Fence &/or Site Perimeter/Comm'l Wall)

- 5) Application for construction when permitted by the Unified Land Development Code, within a utility, drainage, lake maintenance, or similar easement requires Easement Release Forms and Removal Agreement. See "Other Agencies" for additional requirements.

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- 6) Surveys (final/tie-in or formboard.) Include proposed improvements drawn to scale and dimensioned to create a site plan, showing easements, rights of way, and existing structure locations. Provide distances or separations to the property lines.
- 7) Commercial projects include Certified Site Plans of proposed work, "Conditions of Approval", &"Results Letter".
- 8) Any variation from the Unified Land Development Code regulations in the scope of work includes submittal of documentation to support the allowance of work proposed, at reduced setbacks or other variation. This includes a Base Building Line Waiver.
- 9) Statement from a licensed contractor, architect, engineer, or Palm Beach County Property Appraiser's Building Print-out certifying existing living area and proposed living area.

A/C Change-Out - Commercial

- 10) Equipment schedule with sensible capacity, and plans showing equipment locations and duct system.

Demolition (Total Removal of a Structure)

- 11) Location maps clearly identifying the location of the specific structure to be razed.

Electrical, Fire Alarm, or Irrigation Electric

- 12) Riser diagrams.
- 13) Fire Alarm requires floor plans/layouts with device specifications (Signed and Sealed, unless exempt by Statute.)

Fire Damage/Emergency Repair (See Type 4 for Non-Residential and 3 or More Unit Residential Submittal Requirements)

- 14) Fire Damage Repair Letter from the Inspections Section, as applies
- 15) Drawings or other documents clearly outlining the scope of work may be required prior to permitting.

Fire Suppression/Sprinkler

- 16) Complete shop drawings/piping layout, manufacturer's specifications and calculations.

Hood – Commercial Cooking

- 17) Engineered Shop Drawings, including a Full-Length Section.
- 18) Balance Statement Meeting the Florida Building Code Chapter 13.

L P Tanks and Lines, or Gas Lines

- 19) Gas Plans and information per 106.3.5.2 FBC.
- 20) Site Plans for tank location.

Awnings, Carport, Entry Feature, Shed, or Site Perimeter/Commercial Wall

- 21) Wind Design Information per Section 1603.1.4 FBC. as applies.
- 22) Engineered Construction Drawings
- 23) Flame Resistance Certificates for "Awnings".
- 24) Siding/Metal Roofing -State Product Approval with specific product and details identified.
- 25) Prefabricated Shed -State Product Approval with specific product and details identified or Department of Community Affairs approved drawings.

(Continued on back)

- 26) Floor Plans detailing the Scope of Work.

Pool Deck

- 27) Layouts/Drawings with drainage (may require professional designer) and all pertinent construction data.

Storm Shutters

- 28) Complete Building Layouts and Installation Schedules with Egress Doors identified.
- 29) State Product Approval with specific product identified.

Walk-In Cooler – Interior

- 30) Manufacturer’s Specifications.
- 31) Wall Panel Section.
- 32) Complete Floor Plans/Layout.
- 33) Electrical Load Calculations and Wiring Diagrams

Site Lighting

- 34) Engineered drawings for light poles.
- 35) Complete layout with all electrical information.
- 36) Fixture cut sheet noting the effective projection area (EPA).
- 37) Wind design Information per Section 1603.1.4 FBC. as applies.
- 38) Provide photometric plan demonstrating compliance with Palm Beach County Regulations, and ULDC restrictions on overspill onto adjacent properties.

Window Wall System/Sliding Glass Door

- 39) Floor plans/layouts, elevations of all sides, and necessary construction details showing the complete scope of work in compliance with Policy and Procedure Memorandum # PBO-089.
- 40) Glazing Protection/Mullions - State Product Approval with specific product identified for all products subject to Florida Administrative Code Rule 9B-72.
- 41) Energy efficiency and HVAC sizing calculations, as applies.

OTHER AGENCIES, AS APPLY:

Land Development Approval for structures within rights of ways or encroaching drainage, lake maintenance, or similar easement.

Environmental Resources Management – refer to ERM for requirements for all exterior work.

Health Department for demolition of a structure with on-site septic systems.

Landscaping Section for “Entry Feature”

- 42) Certified Site Plan.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner Builder.

Project: _____ Date: _____

Property Control Number or Address: _____

STATEMENT OF COMPLETENESS AND ACCURACY

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the **assessment of additional fee**, or denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by Palm Beach County to process this application.

Check (√) one: I am the [] Contractor [] Authorized Signatory of the Contractor, [] Owner/Builder.

Name (Type, Stamp, or Print Clearly)

Signature

Name of Firm (If Applicable)
Signatory)

License Number (If Contractor or Their

***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.**