



**TYPE 3(A) Permits - 1&2 Unit Dwelling Addition,
Mobile (Manufactured) Home Addition,
Interior or Exterior Alteration, Porch Enclosure,
Enclosing Carport or Garage
APPLICATION SUBMITTAL 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, if applicable(Owner/Builder must appear personally to apply for a permit under this exception to the Florida State Licensing Laws).
- ❑ 3) Type 1- A Excavation Permit Application for a Pond, accessory to SFD (Type 1-B Excavation requires Development Review Officers Approval), as applies.
- ❑ 4) Applicant acknowledges that permits involving habitable areas (enclosed living space, and including window wall systems) may be subject to increased assessment of Impact Fees.

TWO IDENTICAL SETS OF THE FOLLOWING:

- ❑ 5) 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.
- ❑ 6) Mobile (Manufactured) Home site plans should show separations to adjacent structures.
- ❑ 7) FEMA Flood Zone Designation for lot (including Base Flood Elevation in A and V zones) and lowest adjacent road crown elevation for buildings with habitable space.
- ❑ 8) 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 zone elevation requirements. Site work complies with earth fill and drainage requirements per Palm Beach County Unified Land Development Code Article 18 and 109.3.10 Palm Beach County Amendments (may require professional design), as applies.
- ❑ 9) Letter from Home Owners Association, and Manufacturers data establishing translucency and total square footage in existing and addition for glass block in Zero Lot Line addition, as applies.
- ❑ 10) Letter from the Mobile (Manufactured) Home Park Manager when an accessory is in a mobile (manufactured) home park.
- ❑ 11) Drawings contain project name, and name/ business address of person responsible for design.
- ❑ 12) 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.
- ❑ 13) 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.
- ❑ 14) Letter from the Mobile (Manufactured) Home Park Manager certifying the square footage of the proposed and previous (if applicable) mobile (manufactured) homes.
- ❑ 15) Plans include provisions for the existing structure meeting current requirements per Florida Building Code – Existing Building Code, as applies.
- ❑ 16) Copies of original plans for adequate detail of existing construction, as needed.
- ❑ 17) Porch enclosure plans designed in accordance with Palm Beach County Policy and Procedure Memorandum PBO-089, as applies.
- ❑ 18) Structural drawings are signed and sealed by a Design Professional per Chapter 471 and 481 Fl. Statutes, and/or meets 489 Fl Statutes or a Prescriptive Standard referenced in R301.2.1.1 FBC-Resid or 1609 FBC-Bldg.
- ❑ 19) Wind Design Information per Section 1603.1.4 FBC, as applies.
- ❑ 20) Floor plan (existing and proposed) with proposed use, required egress, square footage breakdown and window/door type, location and size, as applies.
- ❑ 21) Foundation plan.
- ❑ 22) Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applies.
- ❑ 23) Beam/lintel/header schedule or shown on plan, as applies.
- ❑ 24) Floor framing plan, as applies.
- ❑ 25) Exterior elevations of all sides of exterior walls being altered, including design pressures acting on all openings.

(Continued on back)

- 26) Typical wall/column sections illustrating all separate conditions in bearing walls.
- 27) Wall construction is identified at window sills.
- 28) Wall sections for in-fill walls with all connections and elements of construction, as applies.
- 29) Stair/handrail/guardrail sections and details, as applies.
- 30) Framing/strapping details for openings in bearing walls, kneewalls, chimneys, arched openings subject to wind loads, as applies.
- 31) Minimum grade and species of structural framing lumber, minimum concrete strength, and grade of reinforcement, as applies.
- 32) Florida Energy Efficiency and HVAC sizing calculations for habitable areas (for alterations-if the existing structure was permitted after March 15, 1979), as applies.
- 33) HVAC equipment schedule with sensible capacity, and plans showing equipment locations and duct systems, as applies.
- 34) Electrical riser diagrams, load calculations, and panel schedules, as applies.
- 35) State Product Approvals meeting Fla Admin Rule 9B-72 provided for Windows/Glazing Protection/Mullions/Exterior Doors/Roof Coverings. Specific model of product being used identified with designer of record review and approval for design condition.
- 36) Gas plans and information per 106.3.5.2, as applies.
- 37) Plumbing riser, as applies.

OTHER AGENCIES, AS APPLY:

Health Department – refer to Health Department for requirements for habitable areas with on-site septic systems.

Environmental Resources Management – refer to ERM for requirements, when on an unplatted parcel.

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

Department of Airports when work is proposed within an Airport Land Use Noise Zone.

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

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**, 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)

License Number (If Contractor or Their Signatory)

*** 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.**