



TYPE 5 Permits - Designed 1&2 Unit Dwelling

APPLICATION SUFFICIENCY CHECKLIST*

(102 & 106 P.B.C. Amendments to the Florida Building Code 2017 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, with proof of ownership, to apply for a permit under this exception to the Florida State Licensing Laws).**
- ❑ **3) Models prior to recordation of plat include one copy of the “preliminary plat”.**
- ❑ **4) Type 1-A Excavation Permit Application for a Pond, accessory to SFD (Type 1-B Excavation requires Development Review Officers Approval), as applies.**
- ❑ **5) Applicant acknowledges that permits involving habitable areas (enclosed living space, and including window wall systems) are subject to assessment of Impact Fees.**

TWO SETS (THREE FOR “TO BE MASTERED” OR MUNICIPALITY) OF THE FOLLOWING:

- ❑ 6) Surveys: Construction survey less than 1 year old (per Policy and Procedure Memorandum # PBO-006), with proposed residence; or boundary survey less than 1 year old 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.
- ❑ 7) 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, as applies.
- ❑ 8) Documentation to support the allowance of work proposed, at reduced setbacks or other variation from Code requirements (for example: Base Building Line Waiver).
- ❑ 9) 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-Resid or 1609 FBC-Bldg.
- ❑ 10) Drawings contain project name, and business name/ address of person responsible for design.
- ❑ 11) Townhouses and models provide Certified Site Plan, “Conditions of Approval”, and “Results Letter”.
- ❑ 12) Glass block in Zero Lot Line addition provides manufacturers data establishing translucency, as applies.
- ❑ 13) Wind Design Information per Section 1603.1.4 FBC. as applies.
- ❑ 14) State Product Approvals meeting Fla Admin Rule 9B-72 is 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.
- ❑ 15) Foundation plans indicating all footings and slabs including those for site walls, porches, and equipment pads.
- ❑ 16) Floor plan with areas designated for use, and a square footage breakdown by use (ex: garage vs. living area or covered porch/entry).
- ❑ 17) Exterior elevations of all sides, including design pressures acting on all openings.
- ❑ 18) Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applies. All variations of roof overhangs are identified and dimensioned.
- ❑ 19) Floor framing plans, as applies.
- ❑ 20) Typical wall/column sections illustrating all separate conditions in bearing walls.
- ❑ 21) Stair/handrail/guardrail sections and details, as applies.
- ❑ 22) Wall construction is identified at window sills.
- ❑ 23) Minimum grade and species of structural framing lumber, minimum concrete strength, and grade of reinforcement, as applies.
- ❑ 24) Beam/lintel/header schedule or shown on plan, as applies.
- ❑ 25) Electrical load calculations, panel locations, and panel schedules.
- ❑ 26) Florida Energy Efficiency and HVAC sizing calculations for each unit with the number of each unit type included on the site or floor plan, as applies
- ❑ 27) HVAC equipment schedule with sensible capacity, and plans showing equipment locations and duct systems.

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- 28) Gas plans and information per 106.3.5.2 FBC, and tanks located on survey/site plan, as applies.
- 29) Completed Valuation Chart for single family dwelling application.

Other Agencies, as Apply:

Health Department – Refer to Health Department for on-site septic system and townhouses.

Environmental Resources Management – Refer to ERM for Requirements when on an unplatted parcel or initial construction in a PUD or subdivision.

- 30) Separate survey or Certified Site Plan, as applies

Addressing Section Submittal Package, as applies:

- 31) One copy of a survey with legal description including plat book, page, lot, and block numbers, as applies.
- 32) When in a rural area, a location map is included.

Department of Airports Approval is Required 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.

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

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.**