



TYPE 6 Permits

Non-Residential (Commercial) & 3 or More Unit Residential

APPLICATION SUFFICIENCY CHECKLIST*

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

**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) All "Agency Packages" are separately assembled and identified.
- 3) Special permit from the Zoning Division for "Adult Entertainment".

TWO SETS OF THE FOLLOWING:

- 4) **Surveys:** Construction survey less than 1 year old (per Policy and Procedure Memorandum # PBO-006, or boundary survey less than 1 year old with signed and sealed construction site plan, including the location of proposed improvement, 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.
- 5) Complete Civil Plans to confirm compliance with Site Plan and Building Code regulations (see Land Development and landscaping requirements below for additional required copies to be separately submitted.)
- 6) Certified Site Plans reflecting proposed work, "Conditions of Approval", and "Results Letter" (see "Other Agencies" sections for additional required copies to be separately submitted).
- 7) Proof of valid Concurrency from the Zoning Division, as applies.
- 8) Square footage breakdown for the proposed structure under roof.

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- 9) Drawings signed and sealed by a registered Florida design professional.
- 10) Complete construction plans meeting the minimum plan review requirements as outlined in 106.3.5.1 of the Palm Beach County Administrative Code to the Florida Building Code.
- 11) Florida Energy Code and HVAC Equipment Sizing calculations.
- 12) 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.
- 13) Electrical site lighting / photometric plan and light pole heights per Unified Land Development Code regulations.

Manufactured (Modular) Building

- 14) Construction drawings, approved by the Florida Department of Community Affairs.
- 15) Foundation plans indicating all footings and slabs, signed and sealed by a Design Professional.
- 16) Deck, ramp, and stair drawings, by a Design professional, as applies.
- 17) 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.

OTHER AGENCIES-SUBMITTAL PAKAGES AS APPLY (1 Copy Unless Otherwise Noted):

Health Department Submittal Package:

Refer to Health Department for Additional Requirements.

- 18) Certified Site Plan with Conditions of Approval
- 19) Water and Sewer Site Utility Plan

Addressing Section Submittal Package:

- 20) Survey with legal description or Certified Site Plan, if applicable.
- 21) When there are multiple buildings on a parcel, a site plan of the entire complex is provided and the building requiring an address is clearly identified.

Landscape Section Submittal Package: (Three additional, separated sets)

- 22) Certified Site Plans, Conditions of Approval, and Results Letter.
- 23) Three sets of landscape plans signed and sealed by a Florida Landscape Architect.
- 24) Plant schedule.
- 25) Civil plans

Irrigation Type (for informational purposes only)

- a) Well
- b) Pond
- c) City or County Water
- d) Reclaimed Water

Environmental Resources Management Submittal Package - Refer to ERM for Additional Requirements:

- 26) Certified Site Plan with Conditions of Approval and Results Letter.

Land Development Submittal Package - Refer to Land Development for Additional Requirements:

- 27) Certified Site Plan with Conditions of Approval.
Civil drawings to be submitted directly to the Land Development Department by the applicant.

Approved Land Development Drainage Review Number: DR# _____

Department of Airports Approval Stamp, for buildings located in the Airport Land Development Noise Zone.

D B P R, Division of Hotels and Restaurants Approval for food service operations. (Approval Required Prior to Building Permit Submittal)

FAILURE TO CHECK WITH OTHER AGENCIES FOR THEIR REQUIREMENTS COULD RESULT IN SIGNIFICANT DELAY TO YOUR PERMIT

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.**