



TYPE 2(A) Permits– Residential (1& 2 Unit Dwellings)
Incidental, Demolition, Mobile (Manufactured) Home, and
Replacement Scopes of Work
APPLICATION SUFFICIENCY CHECKLIST*
(102 & 106 P.B.C. Amendments to the Florida Building Code 2004 and Palm
Beach County Unified Land Development Code)

- ❑ 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) Interior Removal has a pending P.R. # for proposed improvement indicated on the application.
- ❑ 4) Sub-Permits have provided the Primary Permit Number on the Application, as applies.
- ❑ 5) Applicant acknowledges that permits involving habitable areas (enclosed living space, and including window wall systems) may be subject to increased assessment of Impact Fees.

Work in Easements or Common Areas (typically Fences)

- ❑ 6) Letter of Approval from the Home Owners Association when work is proposed within a common area.
- ❑ 7) 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.)
- ❑ 8) Letter from the Mobile Home Park Manager if accessory is in a mobile home park.

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- ❑ 9) 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.
- ❑ 10) Mobile (Manufactured) Home site plans should show separations to adjacent structures.
- ❑ 11) 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.
- ❑ 12) Statement from a licensed contractor, architect, engineer, or Palm Beach County Property Appraiser’s Building Print-out certifying existing and proposed living area.
- ❑ 13) Letter from the Mobile (Manufactured) Home Park Manager certifying the square footage of the proposed and previous (if applicable) mobile (manufactured) homes.

Air Conditioning – New System

- ❑ 14) Equipment schedule with sensible capacity, and plans showing equipment locations and duct system.
- ❑ 15) HVAC sizing calculations if qualifying as renovation.
- ❑ 16) Energy efficiency calculations if the existing structure was permitted after March 15, 1979.

Demolition (Total Removal of a Structure)

- ❑ 17) Location maps clearly identifying the location of the specific structure to be razed.
- ❑ 18) Applicant acknowledges residential requirements of the “Vacant Lot Ordinance” per Policy and Procedure Memorandum # PBO-112.

Fire Damage/Emergency Repair (See Type 3 for Residential Submittal Requirements)

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

L P Tanks and Lines, or Gas Lines

- ❑ 21) Gas Plans and information per 106.3.5.2 FBC.
- ❑ 22) Site Plan for tank location.

Carpport, Screen Structure, or Shed

- ❑ 23) Wind Design Information per Section 1603.1.4 FBC. as applies.
- ❑ 24) Engineered Construction Drawings
- ❑ 25) Complete floor plans/layouts for “Screen Enclosure”, and rooms with emergency egress requirements (bedrooms) identified in the existing structure.
- ❑ 26) Siding/Metal Roofing -State Product Approval with specific product and details identified.
- ❑ 27) Prefabricated Shed -State Product Approval with specific product and details identified or Department of Community Affairs approved drawings.
- ❑ 28) 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.

(Continued on back)

Irrigation Electric

- 29) Riser diagrams.

Interior Removal

- 30) Floor Plans detailing the Scope of Work.

Fabric Covered Canopies

- 31) Construction drawings with bracing, connection, and “tie-down” details per Policy and Procedure Memorandum # PBO-114.

Mobile (Manufactured) Home Accessory, Pole Barn, or Porch,

- 32) Wind Design Information per Section 1603.1.4 FBC, as applies.
- 33) Engineered Construction Drawings .
- 34) Glazing Protection/Mullions/Roofing/Siding - State Product Approval with specific product identified.

Mobile (Manufactured) Home in a Park or Mobile (Manufactured) Home During Construction of an SFD

- 35) Manufacturer’s Data Report and Set-Up and Tie Down Manual (Exception: If manufactured prior to 7/13/94, may submit drawings in compliance with Florida Administrative Code Rule 15C for foundation and tie-down.)
- 36) Special permit from the Zoning Division, for Mobile Home, when constructing SFD.

Mobile Home Sub-Permit

- 37) Riser Diagram for Electrical Sub-Permit.

Pool Deck

- 38) Layouts/Drawings with drainage and all pertinent construction data.

Storm Shutters

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

Window Wall System/Sliding Glass Door

- 41) 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.
- 42) Glazing Protection/Mullions - State Product Approval with specific product identified for all products subject to Florida Administrative Code Rule 9B-72.
- 43) Energy efficiency and HVAC sizing calculations, as applies.

OTHER AGENCIES, AS APPLY:

Land Development Approval for structures encroaching drainage, lake maintenance, or similar easement.

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

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

Department of Airports approval if within an Airport Land Use Noise Zone.

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)

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.**