



TYPE 4(C) Permits - Non-Residential (Commercial) & 3 or More Unit Residential Interior / Tenant Improvement APPLICATION SUFFICIENCY 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) Special permit from the Zoning Division for "Adult Entertainment".

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- 3) Current Certified Site Plans reflecting proposed work, "Conditions of Approval", and "Results Letter", as applies.
- 4) Location / site plan clearly locating the proposed work within building.

Tenant / Interior Improvement or Renovations

- 5) Drawings sealed by a Florida Design Professional.
- 6) Floor plans.
- 7) Electrical plans.
- 8) Plumbing plans and riser diagrams, as applies.
- 9) HVAC system layouts and equipment schedules, as applies.
- 10) Florida Energy Efficiency Calculations, as applies.
- 11) Any structural changes would require Wind Design Information per Section 1603.1.4 FBC, as applies.
- 12) Gas plans, as applies.
- 13) 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.

Landscape Section Submittal Package, as applies.

- 1) One copy of DRO Site Plan

Irrigation Type

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

OTHER AGENCIES, AS APPLY:

Health Department – Refer to Health Department for Requirements, as applies

Department of Airports Approval for buildings located within the Airport Land Use Noise Zones. Applies only when alterations to the exterior envelope of the building are made.

D B P R, Division of Hotels and Restaurants Approval for a Food Service Operation.

- 14) Plans for permit application have been stamped with DBPR approval stamp.

Environmental Resources Management – Refer to ERM for Requirements, as applies.

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 code standards.**