



TYPE 4(A) Permits - Non-Residential Site Improvements
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.

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- 2) Surveys (boundary/construction) and/or site plans. Include proposed improvements to create a site plan, drawn to scale and dimensioned, easements, rights of way, and existing structure locations. Provide distances or separations to the property lines and existing structures.
- 3) Current Certified Site Plans reflecting proposed work, "Conditions of Approval", and "Results Letter", as applies.
- 4) Documentation to support the allowance of work proposed, at reduced setbacks or other variation from Code requirements. This would include a Base Building Line Waiver.
- 5) Proof of valid Concurrency from the Zoning Division, as applies.

Fuel Tank Installation or Removal

- 6) Mechanical Drawings are signed and sealed by a Design Professional.

Play Structures

- 7) Wind Design Information per Section 1603.1.4 FBC. as applies.
- 8) Foundation and Anchoring Details.

Pool – Commercial

- 9) Engineered Pool Drawings, Including Electrical and Deck Details.
- 10) Pool Heater Spec Sheet (when applicable).
- 11) Health Department Approval.

Recreation Courts – Commercial

- 12) Fence Location and Details, as applies.
- 13) Court Lighting - engineered drawings for light poles to meet the loads of Section 1609 of the Florida Building Code, and complete layout with all electrical information.
- 14) Provide photometric plan demonstrating compliance with Palm Beach County ULDC Regulations.

OTHER AGENCIES, AS APPLY:

Health Department – Refer to Health Department for Requirements for pools.

Environmental Resources Management – Refer to ERM for Requirements for exterior work and fuel tank related permits.

- 15) One copy of the Certified Site Plan and Conditions of Approval
- 16) Environmental Resources Management Approval Stamp must be present in any Fuel Tank plans being submitted for Building Permit Application.

Landscape Section Submittal Package, as applies.

- 17) One copy of the Certified Site Plan and Conditions of Approval.
- 18) Three copies of landscape plans signed and sealed by a Landscape Architect.
- 19) Plant schedule that specifies the symbol or reference number, quantity, minimum height, spacing, and spread or caliper (if a tree) of all proposed plant materials.
- 20) As Built Landscape Plans for existing, developed sites; indicating the location, type, and approximate size if the existing vegetation.
- 21) One copy of Civil Plans

Irrigation Type

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

Land Development - Refer to Land Development for Requirements for exterior work affecting pervious area.

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

(Continued on back)

Addressing Section when proposed work is the initial structure on site.

- 23) Surveys (boundary/construction) and/or site plans including legal description.

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.**