



**TYPE 3(F) Permits – Manufactured Residential Building
(1&2 Unit Dwelling Modular, NOT Mobile Home)**

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) Owner/Builder Affidavit (Owner/Builder must appear personally to apply for a permit under this exception to the Florida State Licensing Laws), as applies.
- 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.

TWO SETS (THREE FOR A MUNICIPALITY) OF THE FOLLOWING:

- 5) 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.
- 6) FEMA Flood Zone Designation for lot (including Base Flood Elevation in A and V zones) and lowest adjacent road crown elevation for buildings with habitable space.
- 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 (may require professional design), 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) Models provide Certified Site Plan, “Conditions of Approval”, and “Results Letter”.
- 10) Construction Drawings, Approved by the Florida Department of Community Affairs.
- 11) Foundation plans and exterior deck/stairs. etc. are signed and sealed by a Design Professional if required by Chapter 471 and 481 Fl. Statutes.
- 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, as applies.

OTHER AGENCIES, AS APPLY:

Health Department – Refer to Health Department for On-Site Septic System.

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

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

Addressing Section Submittal Package, as applies:

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

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.