



TYPE 3(D) Permits – Master Program “Child”
APPLICATION SUBMITTAL 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, including Master Permit Number.
- 2) Applicant acknowledges that permits involving habitable areas (enclosed living space, and including window wall systems) are subject to assessment of Impact Fees.

TWO IDENTICAL SETS OF THE FOLLOWING:

- 3) 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.
- 4) FEMA Flood Zone Designation for lot (including Base Flood Elevation in A and V zones) and lowest adjacent road crown elevation.
- 5) 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, as applies.
- 6) Drawings contain project name, and name/ business address of person responsible for design.
- 7) Floor plan square footage breakdown and all options being used, identified.
- 8) Florida Energy Efficiency Calculation Summary Sheet.

OTHER AGENCIES, AS APPLY:

Health Department – refer to Health Department for requirements for habitable areas with on-site septic systems.

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

Florida Department of Environmental Protection Permit/Exemption for proposed construction seaward of coastal construction control line.

Department of Airports when work is proposed 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**, 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.