



TYPE 4(B) Permits - Non-Residential (Commercial) and 3 or More Unit Residential Additions, Accessory Buildings, and Manufactured (Commercial) Buildings
APPLICATION SUFFICIENCY CHECKLIST*
(102 & 106 P.B.C. Amendments to the Florida Building Code 2017 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) Applicant acknowledges that the permits adding square footage to the gross usable area may be subject to increased assessment of Impact Fees.
- ❑ 3) Special permit from the Zoning Division for “Sales Facility”.

TWO IDENTICAL SETS OF THE FOLLOWING, AS APPLIES:

- ❑ 4) Surveys: Construction survey (less than 1 year old if initial construction per Policy and Procedure Memorandum # PBO-006), or boundary survey (less than 1 year old, as applies) with signed and sealed construction site plan, including the location of proposed improvement, 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.
- ❑ 5) Current Certified Site Plans reflecting proposed work, “Conditions of Approval”, and “Results Letter”, as applies.
- ❑ 6) Complete Civil Plans to confirm compliance with Site Plan and Building Code regulations only, or site plan demonstrating accessible route and floor elevations (see Land Development and Landscaping requirements below for additional required copies to be separately submitted.)
- ❑ 7) 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.
- ❑ 8) Statement from a licensed contractor, architect, or engineer certifying existing and proposed building area (or living area for multi-residential). This information can be included in the construction drawings.
- ❑ 9) Proof of valid Concurrency from the Zoning Division, as applies.

Addition, or Accessory Structure (Shed)

- ❑ 10) Wind design information per Section 1603.1.4 FBC. as applies.
- ❑ 11) Drawings are signed and sealed by a Florida Design Professional.
- ❑ 12) Foundation plans.
- ❑ 13) Floor plans.
- ❑ 14) Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applies.
- ❑ 15) Beam/lintel/header schedule or shown on plan, as applies
- ❑ 16) Floor framing plans, as applies.
- ❑ 17) Stair/handrail/guardrail sections and details, as applies.
- ❑ 17) Exterior elevations of all sides of exterior walls being altered, including design pressures acting on all openings.
- ❑ 19) Typical wall/column sections.
- ❑ 20) Electrical plans, riser diagrams, load calculations, and panel schedules, as applies.
- ❑ 21) Plumbing plans and riser diagrams, as applies.
- ❑ 22) HVAC equipment schedule with sensible capacity, and plans showing equipment locations and duct systems, as applies.
- ❑ 23) Florida Energy Efficiency and HVAC sizing calculations, as applies.
- ❑ 24) 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.
- ❑ 25) Gas plans and information per 106.3.5.2 FBC, and tanks located on survey/site plan, as applies.

Sales Facility –Manufactured (Modular) Building

- ❑ 26) Construction drawings, approved by the Florida Department of Community Affairs.
- ❑ 27) Foundation plans, signed and sealed by a Florida Design Professional.
- ❑ 28) Accessibility ramp/handrail/guardrail sections and details, as applies.
- ❑ 29) 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.

OTHER AGENCIES, AS APPLY:

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

Environmental Resources Management – Refer to ERM for Requirements

- 30) One copy of the Certified Site Plan and Conditions of Approval and Results Letter.

Landscape Section Submittal Package, - as applies.

- 31) One copy of the Certified Site Plan and Conditions of Approval and Results Letter.
- 32) Three copies of landscape plans signed and sealed by a Landscape Architect.
- 33) 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.
- 34) As Built Landscape Plans for existing, developed sites; indicating the location, type, and approximate size of the existing vegetation.
- 35) Application complies with 35% appraised value rule for landscaping Renovations, as applies.
- 36) 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.

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

Department of Airports Approval Stamp for buildings located within the Airport Land Use Noise Zone, as applies.

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

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

Multifamily Projects of 10 to 15 Units: Workforce Housing Program (WHP) Letter of Determination from the Planning Division is required.

39) The Letter of Determination is provided free of charge, **within 5 business days**, and identifies the WHP obligation for the project, the developer’s selected means to address it, and any other applicable requirements pursuant to the Workforce Housing Program. Contact Michael Howe, Senior Planner, at mhowe@pbcgov.org or 561-233-5361.

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.**