



CONSTRUCTION SERVICES DEPARTMENT

401 Clematis St  
West Palm Beach FL 33401  
Telephone: 561/805-6700  
FAX: 561/805-6676

*"The Capital City of the Palm Beaches"*

**OPERATING PROCEDURE FOR MASTER PLANS**

1. Submit **TWO COMPLETE PLAN** sets for review. Include the following information:
  - a) All truss diagrams, electrical, mechanical, plumbing and connector details. Manufacturer installation information for roofing, garage door, entry doors, windows, detail all fastening. All components shall comply to the Florida Building Code for wind and impact loading.
  - b) Plans shall include Florida Energy sheets (worst case scenario).
  - c) Indicate compliance with the Florida Accessibility Code/Fair Housing Act as may be required.
2. Approval: Upon completion of review and approval of the preliminary plans, submit the original (velums) for each model.
  - a) The plans will be reviewed and city review stamps applied.
  - b) The originals will be returned to the owner for reproduction.
  - c) A copy of the approved Master Plan is to be re-submitted with the embossed seal and signature and date of designer affixed for the City master file
  - d) All pre-approved plans are subject to future code revisions (Re-processing is required).
3. Permit application: Submit application and two complete sets of city pre-approved and sealed plans (one set file, one set for construction), including survey, site plan, landscaping plan, soil test and energy calculations. All plans shall have original seals, signatures and dates affixed by the designer(s) of record.
4. Application will be forwarded to Zoning for approval, reviewed for conformity to file set of pre-approved plans and the permit issued.
5. **NO CHANGES SHALL BE ALLOWED TO A PRE-APPROVED PLAN SET WITHOUT A COMPLETE PLAN REVIEW BEING PERFORMED.**
6. Any deviations from the above shall result in the removal of the plan from its pre-approved status.
7. Fees: Major Working Drawing Review – An owner, architect, or their representative may file complete working drawings for review without applying for a permit therefore for a fee of two hundred fifty dollars (\$250.00) plus twenty dollars (\$20.00) per page. The review fee will not be applied to the permit fee and is **NOT** refundable. This plan review provides only one checklist. Any further reviews resulting in additional checklists shall be charged at the rate of one hundred (\$100.00) plus ten dollars (\$10.00) per page per review.