The City of West Palm Beach

"The Capital City of the Palm Beaches"

CONSTRUCTION SERVICES DEPARTMENT
P O BOX 3366
West Palm Beach FL 33402
Telephone: 561/805-6700
FAX: 561/805-6676

SINGLE FAMILY RESIDENCE
PERMIT APPLICATION CHECKLIST

REQUIRED ITEMS
CONTRACTOR - OWNER/BUILDER

CONTRACTOR/ OWNER BUILDER		STAFF
_____	**1. Two Sets of Plans, Surveys**	_____
_____	**2. Building, Electrical, Mechanical, and Plumbing floor plans & wall details**	_____
_____	**a. Plumbing must have layout & riser diagram**	_____
_____	**b. Electrical**	_____
_____	**c. Mechanical**	_____
_____	**d. Gas**	_____
_____	**e. Fire – Fire Sprinkler Drawings (if required)**	_____
	f. Soil boring report	
_____	**3. Energy sheets & Manual J (completely filled out)**	_____
_____	**a. Signed & top portion complete.**	_____
_____	**b. 2 full sets**	_____
_____	**c. 1 extra copy of cover sheet (signed)**	_____
_____	**4. Product approvals**	_____
_____	**a. Windows, doors, garage doors**	_____
_____	**b. Glazing protection systems**	_____
_____	**c. Roof**	_____
_____	**5. Minimum Design Requirements**	_____
_____	**a. 2004 Florida Building Codes**	_____
_____	**b. ASCE7-98 or Chapter 16 for structural design**	_____
_____	**c. Alternate design-see Florida Building Code**	_____

NOTE: Additional permit are required for:
Driveway & approach, pool, pool screen enclosure, low voltage (alarm) Irrigation, backflow, fence, sheds, patios, decks, and other minor permits as may be required.
Please call 805-6700 for assistance.

Rev. 11/29/05

"An Equal Opportunity Employer"