**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"*

# SINGLE FAMILY RESIDENCE
# PERMIT APPLICATION CHECKLIST

**REQUIRED ITEMS**
**CONTRACTOR - OWNER/BUILDER**

| CONTRACTOR/ OWNER BUILDER | | STAFF |
|---|---|---|
| _____ | **1. Two Sets of Plans including Landscape 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** | |
| | **g. Irrigation** | _____ |
| _____ | **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** | _____ |
| _____ | **d. Shutter installation schedule** | _____ |
| _____ | **5. Minimum Design Requirements** | _____ |
| _____ | **a. 2004 Florida Building Codes with 2006 amendments** | _____ |
| _____ | **b. ASCE7-02 or Chapter 16 for structural design** | _____ |
| _____ | **c. Alternate design-see Florida Building Code** | _____ |

**NOTE: Additional permit are required for:**
**Driveway , 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. 4/08/09**

***"An Equal Opportunity Employer"***