



BUILDING DIVISION  
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY  
 CITY OF LAKE WORTH  
 1900 2<sup>ND</sup> AVENUE NORTH  
 LAKE WORTH, FL 33461  
 561.586.1647

## BUILDING / INTERIOR REMODELING CHECKLIST

**NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION**

**REQUIRED ITEMS:**

1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.

Two (2) Complete Sets of the following items

- 2. DRAWING PACKAGE at minimum 1/8 inch scale to include the following drawings-
  - a) Site Plan showing location of structure, setbacks, existing parking
  - b) Landscape/ Irrigation Plan to include size, type of plant material/ trees
  - c) All Exterior elevations
  - d) Existing Floor Plan showing areas to be remodeled
  - e) New floor plan showing new walls, doors etc.
  - f) Wall Sections showing structural connection details
  - g) Mechanical Plan showing location of equipment/duct sizes grills
  - h) Electrical Plan with device/lighting layout, service calculation, riser diagram
  - i) Plumbing Plan showing fixture locations and plumbing isometric
  - j) Life Safety Plan showing Exits/Lighting as required by Life Safety Code

NOTE: ALL STRUCTURAL PAGES MUST BE SIGNED AND SEALED BY A DESIGN PROFESSIONAL AS TO WIND LOAD CERTIFICATION PER FBC REQUIREMENTS.

- 3. Recent Survey showing all boundaries and easements associated with the property.
- 4. Product Approvals for all new doors/windows/garage doors/hurricane shutters
- 5. Energy Calculations per FBC requirements
- 6. Approval Letter/COA with conditions imposed by the Planning and Zoning Board

\* NOTE: Items marked with and asterisk \* must match all prior board approvals

**PLAN DESIGN AND SUBMISSION NOTES**

1. ALL CONSTRUCTION IN DESIGNATED HISTORIC DISTRICTS ARE SUBJECT TO HISTORIC PRESERVATION REVIEW.
2. ALL CONSTRUCTION IN DESIGNATED FLOOD ZONES MUST HAVE A FEMA FLOOD ELEVATION CERTIFICATE ON FILE PRIOR TO FINAL INSPECTION.
3. ALL SUBMITTED PLANS MUST BE IN CONFORMANCE WITH ANY CONDITIONS OR VARIANCES APPROVED BY THE PLANNING AND ZONING BOARD.
4. ALL NEW GLAZED OPENINGS MUST HAVE IMPACT PROTECTION.
5. NO MECHANICAL EQUIPMENT OR STRUCTURES TO BE PLACED IN THE SETBACK
6. ALL SUBMISSIONS MUST HAVE IMPACT FEE STAMP FROM PALM BEACH COUNTY PRIOR TO SUBMISSION.
7. NOTICE OF COMMENCEMENT REQUIRED BEFORE FIRST INSPECTION
8. ANY MODIFICATIONS TO PARKING AREAS WILL NEED DRAINAGE DRAWINGS AND CALCULATIONS

**Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_