



## SINGLE FAMILY DWELLING OR DUPLEX 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 proposed structure, setbacks, parking
  - b) Landscape/ Irrigation Plan with location of equipment.
  - c) All Exterior elevations
  - d) Foundation Plan showing footer sizes, slab details
  - e) Floor Plan including door /window schedule and wind pressure with window and door sizes
  - f) Roof Framing/Truss plan
  - g) Wall Sections showing structural connection details (A-7 Elevation 8')
  - h) Mechanical Plan showing location of equipment/duct sizes grills
  - i) Electrical Plan with device/lighting layout, service calculation, riser, utility locations
  - j) Plumbing Plan showing fixture locations and plumbing isometric
  - k) Provide Lot Coverage Information.

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 with FL# and Cover Sheet for all doors/windows/garage doors/ shutters
5. Energy Calculations per FBC requirements

### 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 GLAZED OPENINGS MUST HAVE IMPACT PROTECTION.
5. NO 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

**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: \_\_\_\_\_**