City of Boynton Beach
Building Division

PERMIT APPLICATION INFORMATION CHECKLIST

In order to expedite your permit request, kindly review the following items of information, which are necessary to process your application.

Please note the checked items below that may be applicable. We will be pleased to review the information concerning your project at your earliest convenience.

☐ Plan Check Fee (non-refundable)

☐ A current copy of the contractor's workmen's compensation insurance naming the City of Boynton Beach Building Division as additional insured.

☐ A current copy of the State, County or local contractor's license.

☐ A current copy of the contractor's Business Tax Receipt. If you are a county licensed/certified contractor, you must register with the City of Boynton Beach Business Tax Division. You may contact the Division at 561-742-6360.

☐ Site Plan Approval (for R3 and Commercial development) (3 copies)

☐ DOT Approval (when working in right-of-way) (3 copies)

☐ South Florida Water Management Approval (docks, seawalls, irrigation wells, etc.) (3 copies)

☐ Lake Worth Drainage (docks, seawalls, etc.) (3 copies)

☐ Department of Business Regulation (restaurants) (2 copies)

☐ Development Order (where site plan approval is required) (2 copies)

☐ PROPERTY OWNER SHALL SIGN ALL APPLICATIONS. (Exceptions: A/C change outs and water heater replacements require submittal of a signed contract or work invoice.)

** NOTE:

(A) If the property owner resides out-of-state, a notarized letter signed by the owner designating an individual to act as the owner's agent must be submitted.

(B) If a corporation owns the property, a corporate resolution that designates an individual to act as the agent shall be submitted. The corporate resolution shall bear the corporate seal and be signed by the corporate officers.

☐ Recorded and Certified Notice of Commencement ($2,500 or more) – (A/C Change-Outs of $7,500 or more)

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- ☐ Water and Sewer locations (2 copies marked by City of Boynton Beach Utilities Dept.)
- ☐ Project Drawings drawn to scale that are sufficient to describe the proposed scope of work.
- ☐ Certified Survey of property and site (2 copies)
- ☐ Soil Test, if applicable (2 copies)
- ☐ Utility Easements Releases, if applicable. (2 copies)
- ☐ A professionally prepared (engineered) Drainage Plan (3 copies)
- ☐ Product Approval – Windows, Exterior Doors, Shutters, Roofing Materials and Sheds (2 copies); also include State of Florida Product Approval cover sheet <u>for each product</u>
- ☐ Title Page (2 copies)
- ☐ Site Plan showing all building improvements, dimensions, proposed setbacks, and finished floor elevations (2 copies)
- ☐ Foundation Plan, if applicable (2 copies)
- ☐ Floor Plan(s) (2 copies)
- ☐ Building Elevations, all sides. (2 copies)
- ☐ Typical Wall Section (2 copies)
- ☐ Electrical Plans and Electrical Riser Diagram, if additional service is contemplated (2 copies)
- ☐ Plumbing Riser Diagram, tied into existing service, if applicable (2 copies)
- ☐ A/C Plans with Manufacture Model Numbers, if applicable (2 copies)
- ☐ Energy Calculations. (3 copies)
- ☐ Roof Plan Layout and Truss drawings with uplifts and hold-downs - truss drawing shall be signed and sealed by the Truss Engineer (2 copies)
- ☐ Engineering - all plans shall be signed, sealed and dated by Engineer (2 copies)
- ☐ All Plans shall be signed, sealed and dated by Design Professional (2 copies)
- ☐ Wind Load Certification (2 copies)

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☐ Paving, Drainage and Grading shall be signed, sealed and dated by Professional Engineer. (3 copies)

☐ Fire Protection System ☐ New ☐ Existing

ADDITIONAL INFORMATION REQUIRED

☐ If Owner/Builder, an Owner/Builder Affidavit shall be completed and signed in front of the Permit Technician upon submittal of Permit Application.

☐ A completed Permit Application with signatures and full contact information. If Owner/Builder the Permit Application shall not be signed until application submitted.
