



- 1. One (1) Commercial Building Permit Application completed, signed and notarized by both the Property Owner and Qualifier. If the Owner is unable to sign the application, the Qualifier may sign on behalf of the Owner and a copy of the executed contract with Owner’s signature must be attached to the application.
- 2. Two (2) site key plans including parking layout and location of accessible parking and route to the tenant space as well as path of travel and distance to any common area restroom facilities being utilized for fixture credit under Section 403 Florida Building Code, Plumbing Volume.
- 3. Two (2) sets of signed and sealed building plans, *no larger than 24” x 36” (Architectural “D”)*, drawn to scale containing (as applicable):
 - A) Floor plans, square footage, occupancy classification and construction type. Plans should include space life safety analysis, means of egress, exits and list of exit travel distances. Plans should also cite listings and provide details on any fire rated elements required in the design.
 - B) Electrical plan - include plan view(s), reflected ceiling plan, service location and sizing, riser diagram, panel schedule(s) and load calculation(s). Schedules should include wire and breaker sizes.
 - C) Plumbing/Natural Gas - flat line layout plan(s), water distribution riser diagram(s), sanitary riser diagram(s) and equipment/fixture schedules. *L.P. Gas - Separate permit required.*
 - D) Mechanical - layout and equipment schedule. Plans should include all damper locations, duct type and location, fan shutdown controls and equipment, required fire damper locations and accesses, exhaust systems (excluding Type I and II hoods) along with ventilation and fresh air calculations. Plans should include all mechanical refrigeration equipment (fixtures, cases, walk-ins, etc.) not specifically exempt from permitting and not intended to be reviewed and permitted (with a fee) separately.
 - E) Door & window schedule listing product name, models and product approvals being utilized. Supply all product approvals. Window schedule must include window sizes and clear opening dimensions (light, ventilation and egress).
 - F) Typical wall section(s), ceiling section(s) and details of structural components.
 - G) Structural details for any proposed modifications to the building shell.
 - H) Wind pressures calculated for any new exterior openings or storefront must be clearly indicated on the plans.
- 5. Three (3) sets of completed, signed Florida Energy Calculation Forms and two (2) Manual “J” load calculations.
- 6. A certified copy of the recorded Notice of Commencement is requested to be filed with the City prior to permit issuance, but must be filed prior to first inspection.
- 7. Separate permit(s) and application(s) are required for:

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| A | Fire Alarm |
| B | Fire Sprinkler |
| C | Signs |
| D | Type I and II Hoods |
| E | Grease Traps |
| F | Fire Suppression (Ansul, Cobra, etc) |

**CODES IN EFFECT IN THE CITY OF PALM BEACH GARDENS
AS OF OCTOBER 1, 2009**

The following codes as adopted and amended through the City of Palm Beach Gardens' Code of Ordinances are enforced within this jurisdiction based upon applicability to your specific project:

1. The Florida Building Code 2007 with 2009 Supplements
 - A) Building Volume
 - B) Residential Volume
 - C) Plumbing Volume
 - D) Fuel Gas Volume
 - E) Mechanical Volume
 - F) Existing Buildings Volume
 - G) Test Protocols for the High Velocity Hurricane Zone
2. The 2008 edition of the National Electrical Code
3. The Florida Fire Prevention Code 2007 Edition

All new structures proposed to be constructed in city of Palm Beach Gardens must be designed so that the Main Wind Force Resisting System (MWFRS) can withstand the positive and negative pressures caused by a 140 MPH - 3 Second Gust in conformance with the various design guidelines allowed in Chapter 16 of the Florida Building Code. All new structures proposed to be constructed in the city of Palm Beach Gardens are located within the Windborne Debris Region outlined in Chapter 16 of the Florida Building Code and must be provided with appropriate glazing missile impact protection as required by code. The city of Palm Beach Gardens is not located within the High Velocity Hurricane Zone (HVHZ) as described in the Florida Building Code.

Know the Florida Litter Law: Florida Statutes 403.413: Commercial illegal dumping is a 3rd degree felony, which can be punishable by imprisonment, fines, and forfeiture of equipment and civil penalties.

Anyone planning to do excavation work must notify the State of Florida one-call "Call Sunshine" Notification Center at 1-800-432-4770 prior to any excavation work being done in order to prevent underground damage. Florida Statute 556.

A City of Palm Beach Gardens Building Permit *does not* assure compliance with your Property Owners or Homeowners Association rules, regulations and/or deed restrictions. Owners are advised to obtain approval from their Property Owners or Homeowners Association before making any improvements to their properties.

The Building Division will be unable to approve your application if any of the items listed above are incomplete or missing. Please review this list carefully to ensure all listed requirements have been met.

An application for any proposed work becomes invalid if the application is abandoned for 180 days or more.