

**City of Palm Beach Gardens
Building Division**

10500 North Military Trail
Palm Beach Gardens, Florida 33410
561.799.4201 fax 561.799.4211
www.pbgfl.com



**NEW SINGLE FAMILY RESIDENCE,
ADDITION OR RENOVATION
PERMIT APPLICATION CHECKLIST**

- 1. One (1) Residential 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. Owner/Builder Affidavit & Disclosure Statement with copy of warranty deed, if applicable.
- 3. Two (2) site plans drawn to scale and two (2) signed and sealed surveys, showing existing and proposed structures, dimensions from all property lines, use of adjoining properties, driveway(s), swales, flood zones and grades for drainage. *Note: The site plans may be omitted if “proposed” surveys are provided indicating the proposed construction.*
- 4. Two (2) sets of signed and sealed building plans, drawn to scale containing (as applicable):
 - A) Floor plans, foundation plans, wall & beam plans with structural information, square footage and construction type.
 - B) Electrical plan - include plan view(s), 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), sanitary riser diagram(s) and equipment/fixture schedules. *Gas - Separate Permit Required.*
 - D) Mechanical layout and equipment schedule.
 - E) Front, side and rear elevations.
 - F) 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).
 - G) Typical wall section(s) and details of structural components.
 - H) Structural Roof Plan including connectors gravity & uplift loads for trusses and beams.
 - I) Wind pressures calculated on every opening must be clearly indicated on the plans.
 - J) Truss engineering package prior to installation.
 - K) Roof materials checklist. Provide current product approvals.
- 5. Three (3) sets of completed, signed Florida Energy Calculation Forms and two (2) Manual “J” load calculations.
- 6. Separate Vegetation Removal application and Permit is required prior to clearing any properties.
- 7. All new construction must have the proposed floor elevation indicated on plans to one of the following requirements: Meet requirements of South Florida Water Management District finished floor elevation, at or above the Base Flood Elevation (if located in a Special Flood Hazard Area as indicated on the current Flood Insurance Rate Maps) or 24” above proposed septic invert elevation.
- 8. Approved paving & drainage plan for lot / subdivision must be attached or on file with the City.
- 9. Other required outside agency approvals such as the Health Department, Army Corp., and/or SFWMD as applicable to your project. Septic OSTDS permits and well permits should be obtained directly from the County Health Unit submitted with your application package.
- 10. 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.
- 11. Separate permits and applications are required for:

A	LP – Gas
B	Swimming Pool/Spa
C	Accessory Structures
D	Fences
E	Screen Enclosures
F	Generators

**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: Commercial illegal dumping is a 3rd degree felony, which can be punishable by imprisonment, fines, and forfeiture of equipment and civil penalties. Florida Statute 403.413.

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 property.

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.