

**City of Palm Beach Gardens**  
**Building Division**

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**NEW COMMERCIAL  
 TENANT BUILDOUT OR  
 INTERIOR RENOVATION  
 PERMIT APPLICATION CHECKLIST**

- 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. Review Life Safety Services Construction Checklist and Requirements and follow where applicable.
- 8. Separate permit(s) and application(s) are required for:

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

## GENERAL PERMIT POLICIES AND PROCEDURES

The Building Division divides all regulated work into three (3) general categories of permits:

1. **Primary or Stand-Alone Permits** – Individual permits not covered under any other permit already reviewed or permitted by the Building Division. These permits may be for any type of construction discipline that exists. Examples include a new single family dwelling, window or water heater replacement, re-roofing, or new installations such as a fence, screen enclosure or a fire protection system.
2. **Over the Counter (OTC) and Sub-Permits** – Permits which are exempt from plan review identified in the Florida Building Code, Chapter 1, such as water heater and mechanical unit replacements. Permits subordinate to a Primary Permit and typically sub-contracted individual disciplines or divisions of work, such as but not limited to, mechanical, refrigeration, plumbing, gas, electrical, low voltage (telephone, computer, POS data, CCTV, security, etc.), roofing, and possibly structural, the details of which are included in a primary plan sets which have already been reviewed and issued by the Building Division.
3. **Fee Sub-Permits** – Individual divisions or disciplines of work which must be reviewed separately as required details are not included in the primary permit design documents, or although related to a primary permit, not sub-contracted by the primary contractor. This category may also include work or disciplines which would usually fall under OTC Sub-Permits if details have not been included in Primary Permit plan sets. Examples include but are not limited to: all fire protection systems such as fire alarms, fire sprinklers, fire suppression, grease interceptors, grease hoods, site lighting, low voltage and fences.

Specific definitions of the regulated disciplines of construction work are outlined in FS 489.105, FS 489.505, FS 527.01 and the current Palm Beach County Standards promulgated under 67-1876 Special Act of the Florida Legislature.

### CODES IN EFFECT IN THE CITY OF PALM BEACH GARDENS AS OF JANUARY 1, 2021

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 2020, 7th Edition.
    - 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 2017 Edition of the National Electrical Code
  3. The Florida Fire Prevention Code 2020, 7th 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 wind speeds as indicated pursuant to Florida Building Code, paragraph 1609.3 and 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 3<sup>rd</sup> degree felony, which can be punishable by imprisonment, fines, and forfeiture of equipment and civil penalties. Florida Statutes 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.