

**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

## 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 1st, 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.