

# NEW COMMERCIAL CHECKLIST

**NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION**

**REQUIRED ITEMS:**

1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.

**Tow (2) Complete Sets of the following items**

2. DRAWING PACKAGE at minimum 1/8 inch scale to include the following drawings-
- \* a) Site Plan showing location of proposed structure, setbacks, parking
  - \* b) Engineered Drainage Plan and Calculations showing retention of storm water runoff
  - \* c) Landscape/ Irrigation Plan to include size, type of plant material/ trees
  - \* d) All Exterior elevations
  - e) Foundation Plan showing footer sizes, slab details
  - f) Floor Plan including a door /window schedule and wind pressure
  - g) Roof Framing/Truss plan
  - h) Wall Sections showing structural connection details
  - i) Mechanical Plan showing location of equipment/duct sizes grills
  - j) Electrical Plan with device/lighting layout, service calculation, riser diagram, utility locations
  - k) Plumbing Plan showing fixture locations and plumbing isometric
  - l) Life Safety Plan showing Exits/Lighting as required by Life Safety Code

**NOTE: ALL STRUCTURAL PAGES MUST BE SIGNED AND SEALED BY A DESIGN PROFESSIONAL AS TO WIND LOAD CERTIFICATION PER FBC REQUIREMENTS.**

3. Recent Survey showing all boundaries and easements associated with the property.

4. Product Approvals for all doors/windows/garage doors/hurricane shutters

5. Energy Calculations per FBC requirements

6. Approval Letter/COA with conditions imposed by the Planning and Zoning Board

\* NOTE: Items marked with an asterisk \* must match all prior board approvals

**PLAN DESIGN AND SUBMISSION NOTES**

1. ALL CONSTRUCTION IN DESIGNATED HISTORIC DISTRICTS ARE SUBJECT TO HISTORIC PRESERVATION REVIEW.
2. ALL CONSTRUCTION IN DESIGNATED FLOOD ZONES MUST HAVE A FEMA FLOOD ELEVATION CERTIFICATE ON FILE PRIOR TO FINAL INSPECTION.
3. ALL SUBMITTED PLANS MUST BE IN CONFORMANCE WITH ANY CONDITIONS OR VARIANCES APPROVED BY THE PLANNING AND ZONING BOARD.
4. ALL GLAZED OPENINGS MUST HAVE IMPACT PROTECTION.
5. NO MECHANICAL EQUIPMENT OR STRUCTURES TO BE PLACED IN THE SETBACK
6. ALL SUBMISSIONS MUST HAVE IMPACT FEE STAMP FROM PALM BEACH COUNTY PRIOR TO SUBMISSION.
7. NOTICE OF COMMENCEMENT REQUIRED BEFORE FIRST INSPECTION

**Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.**

**SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_**