

ACCESSORY STRUCTURE CHECKLIST

THIS DOCUMENT IS PROVIDED AS A GUIDE FOR CUSTOMERS TO BE AWARE OF THE DOCUMENTS REQUIRED TO SUBMIT FOR AND OBTAIN A PERMIT. THIS IS ONLY A GUIDE AS OTHER DOCUMENTS AND INFORMATION MAY BE REQUIRED.

1. Applications with Notarized signatures of qualifier of contractor or owner builder.
2. Complete Notarized Owner/Builder Affidavit if owner is acting as contractor per FS 489 exemption.
3. Proof of Ownership i.e. PBC Property Appraiser cover sheet, Homestead Exemption or Warranty Deed.
4. Copy of recorded Notice of Commencement if over \$2500 in value.
5. Complete Pervious Area Form if proposed construction creates new impervious area.
6. Any Accessory Structure/Shed/Addition >150 SF shall be installed or painted to match color palette of primary structure.
7. Proposed constructions which include impervious area >250 SF will require property to comply with our minimum landscaping code and submit the following:
 - A. Complete Landscaping Index Form
 - B. Landscaping Survey identifying the trees and shrubs from the Landscaping Index Form.
8. Property Survey <2 years old (except fences, play structures and sheds < 150 SF) with the following minimum requirements:
 - A. Printed legal description.
 - B. Property address and Date on all pages.
 - C. All property lines and easements.
 - D. Setbacks from all existing and proposed structures.
 - E. All streets bounding the property.
 - F. Total square footage of property.
 - G. Total Impervious area of property.
 - H. All impervious areas of property.
 - I. Building Height and Ridge Line orientation of existing and proposed construction.
9. Construction/Design Plans legible and scaled to 1/8" = 1-foot or greater meeting the following minimum requirements:
 - A. Property Address and Date on all pages.
 - B. Engineered Product Approvals and or Engineered Plans.
 - C. Foundation and Anchoring detail.
 - D. Floor plan.
 - E. Wall section.
 - F. Note that states structure complies with FBC current 170 mph wind speed.

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and or documentation as deemed necessary to complete the review and permitting process per Florida Statute 553.79.