



## Village of Royal Palm Beach, Florida

Community Development  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129

### **Building Requirements Summary NEW SINGLE FAMILY & TWO FAMILY DWELLINGS**

In order for the Building Division to accept an application for a building permit, the application must (AS A MINIMUM) include the following:

- \_\_\_\_\_ Permit Applications of Primary and sub-trades, properly completed with current contractors' registrations
- \_\_\_\_\_ One (1) complete set of plans (address must be clearly marked on each page)
- \_\_\_\_\_ Recorded Notice of Commencement
- \_\_\_\_\_ Vegetation removal permit if required

#### **PLANS SHALL INCLUDE:**

- \_\_\_\_\_ Site Plan (May be combined with survey and must show proposed & existing elevations)
- \_\_\_\_\_ Survey with FEMA flood zone designation
- \_\_\_\_\_ Soil borings and soil engineers report
- \_\_\_\_\_ Floor plan
- \_\_\_\_\_ Elevations (all sides)
- \_\_\_\_\_ Foundation plan and section
- \_\_\_\_\_ Roof framing plan
- \_\_\_\_\_ Exterior wall, interior wall & roof sections
- \_\_\_\_\_ Product Approvals or NOA's for all exterior Components-Roofing, Doors, Windows
- \_\_\_\_\_ Plumbing riser diagram
- \_\_\_\_\_ HVAC plan
- \_\_\_\_\_ Electrical plan, riser diagram & panel schedule
- \_\_\_\_\_ Energy Calculations (on State approved form)
- \_\_\_\_\_ Breakdown of square foot areas (living/per unit, porch, garage, etc.)
- \_\_\_\_\_ Recorded Warranty Deed
- \_\_\_\_\_ Plan Review Fee (30% of estimated permit fee) The plan review fee will be credited to the building permit fee when the permit is issued. **THE PLAN REVIEW FEE IS NON-REFUNDABLE.**

#### **ALL FEES MUST BE PAID IN FULL PRIOR TO RELEASE OF PERMIT(S).**

#### **NOTES:**

1. **Address shall be clearly marked on all plan sheets and documents.**
2. Designer's name and address shall be on all plan sheets.
3. All drawings shall be designed to scale and legible (minimum 1/8" – 1").
4. Structural design shall be in conformance with FBC 2004 and prepared by registered architect or engineer. Note method used on plans.
5. Requests for required Inspections must be called in 24 HOURS in advance to (561-790-5144)
  - a. Cancellations must be called in before 8:15 a.m.
  - b. Work must be ready for inspection at the time the inspection is called in.
  - c. Failure to meet a. & b. will result in a re-inspection fee.
6. Building permits and plans must be posted on the job site.
7. After the issuance of a building permit and prior to the issuance of a certificate of occupancy, the Building Department will require the following certifications to be filed:
  - a. Form Board (Tie In) Survey – prior to pouring slab.
  - b. Soil Poisoning Certificate – prior to pouring slab.
  - c. Compaction Test – prior to pouring slab.
  - d. Insulation Certificate
  - e. Final Survey

THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY AND SHALL IN NO WAY RELIEVE THE APPLICANT FROM THE RESPONSIBILITY OF COMPLIANCE WITH ALL FEDERAL, STATE AND/OR LOCAL LAWS. THE VILLAGE DOES NOT WARRANT THAT THESE ARE THE ONLY APPLICATION REQUIREMENTS.