



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 Application, properly completed
- _____ One (1) complete set of plans (address must be clearly marked on each page)
- _____ Recorded Notice of Commencement
- _____ Vegetation removal permit

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
- _____ 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.