



Village of Royal Palm Beach, Florida

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

Screen Enclosure Checklist

1. Permit Application Originals complete. Notarized signatures
2. Completed Owner Builder Affidavit and Proof of occupancy: Deed, PBCPA
3. Subcontractors Permit Applications Originals and Notarized.
4. > 250 SF-Complete Landscaping Index and Landscaping Survey.
5. Complete Pervious Area Calculation Form
6. Construction Plans
Minimum Plan requirement-
 - A. Product Approval or raised signed and sealed plans
 - B. foundation and/or anchoring plan
 - C. wall section
 - D. floor plan
7. Address legible on each page
8. Site Survey-2 years or less in date.
One (1) copy required if smaller than 12" x 18"
Two (2) copies required if larger than 12" x 18" in overall size
NOTE: Minimum Scale: 1/8" = 1'
Minimum Survey Requirements:
 - A. printed legal description
 - B. all property lines and applicable easements
 - C. setbacks to all property lines
 - D. all streets bounding the property
 - E. location of all buildings on property
 - F. indicate building height to the peak of roof
 - G. Indicate roof type on application, (solid or screen)
 - H. distance from front lot line to the leading edge of proposed structure
 - I. note that structure was designed to comply with current 170 mph wind load
9. Notice of Commencement