



VILLAGE OF ROYAL PALM BEACH
ENGINEERING DEPARTMENT

Engineering Permit Checklist

Application Name: _____ Date Submitted: _____

Section 1 – Items to include with submittal (please initial all included):

_____ Engineering Plan Acknowledgement – completed (not required if all of Section 2 items are true)

_____ Engineering Permit Application- completed, signed and notarized

_____ 24x36 Site Plan marked with color coded descriptions of proposed work (11x17 is acceptable if legible)

_____ Contractor's signed proposal or contract for the work

_____ Applicable fees paid in full

_____ All Shop Drawings approved by the Village (approval will be after permit submission if Engineering Plan Acknowledgement Application is not required)

_____ All applicable Federal, State, County, Royal Palm Beach, Utility, and Drainage permits are approved

_____ Electronic copy of all documents included in submittal

_____ Completed and signed checklist

Section 2 – Statements as to the work being performed (Initial / attest those which are true):

_____ No changes will be made to the site plan

_____ No changes will be made to parking configuration

_____ Proposed improvements are less than \$10,000.00

_____ No additional permanent surfaces or drainage structures will be added

Print Name

Signature

This checklist is to be completed/initialed and is part of the application packet.



Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411
Telephone (561) 790-5131 Fax (561) 790-5129
Engineering Department

ENGINEERING PERMIT APPLICATION

Permit No _____

Date _____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. All documents must be submitted in electronic format in addition to the original. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

PROPOSED IMPROVEMENT LOCATION

PCN _____ Subdivision _____

Address _____

Does this application have a companion application (i.e., pool, structure, etc)? Permit No. _____

Engineering Plan Approval Completed? Yes No Project No. _____ Date Approved / /

APPLICANT INFORMATION

Owner _____

Address _____ City _____ State _____ Zip _____

Contact Number _____ Email _____

CONTRACTOR INFORMATION

Qualifier _____ Title _____

Company _____

Address _____ City _____ State _____ Zip _____

Contractor License # _____ Contact Person _____

Contact Number _____ Email _____

APPLICATION TYPE

ENGINEERING SITE WORK

PAVING / OVERLAY / RE-STRIPING

DESCRIPTION OF WORK

New Construction

Capital Project # _____

Paving

Further Description of work: _____

Estimated Value \$ _____

3 % Engineering Fee \$ _____

STATE STATUE REQUIRES ALL PERMITS OVER \$2,500.00 HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT PRIOR TO 1ST INSPECTION.

IN ORDER TO OBTAIN 1ST INSPECTION, THE ORIGINAL "NOC" OR CERTIFIED COPY MUST BE SUPPLIED TO OUR OFFICE. FORMS ARE AVAILABLE IN OUR OFFICE OR ONLINE AT www.royalpalmbeach.com

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate. I understand that a separate permit may be required for electrical, plumbing, roofing, air conditioning, etc.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

Warning to Owner: Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature _____ Date _____
Owner or Contractor

Print Name _____

***** NOTARY *****

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____ who is personally known to me or who
has produced _____ as identification and who did / did not take an oath.

Signature of Notary _____ Printed Name _____

(SEAL)

STAFF COMMENTS

STAFF APPROVAL

Engineering _____ Date _____