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

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

for office use only	Permit application and supporting documents
1. _____	1. ____ Permit application must be completed in its entirety including original, notarized signatures. (Qualifier must sign application unless built by Owner/Builder)
2. _____	2. ____ Must submit signed, notarized, Owner/Builder Affidavit and proof of Homestead Exemption (if applicable).
3. _____	3. ____ A recorded "Notice of Commencement", required for all jobs in excess of $2,500 as required per Florida Statute 713.135(d).
4. _____	4. ____HOA approval letter (if applicable)
5. _____	5. ____Indicate roof type on application, (solid or screen)
6. _____	6. ____One (1) site plan or survey provided document size does not exceed 12" x 18" with minimum Scale of 1/8" = 1' otherwise two (2) sets required.
7. _____	7. ____Residential and commercial sites require one (1) complete set of plans, **site specific**, (signed and sealed by architect or engineer) provided plans do not exceed 12" x 18" with minimum Scale of 1/8" = 1' otherwise two (2) sets of plans required
8. _____	8. ____One (1) engineered connections and span tables provided document size does not exceed 12" x 18"
9. _____	9. ____ **Address clearly marked on each document**

Construction Drawings

Note: If site survey, site plans and or construction drawings exceed 12” x 18” in size with a minimum scale of 1/8” = 1’ - two (2) sets will be required.

1. ___ survey is to provide setback dimensions from all property lines

2. ___ site specific drawings, signed and sealed by a professional engineer or architect, providing the following:
   A. floor plan
   B. elevations
   C. construction details
   D. note that structure was designed to comply with140 mph wind load

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and/ or documentation as it deems necessary to complete the review and permitting process as provided for in Florida Statute 553.79.

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BUILDING PERMIT APPLICATION

Permit No_____
Date_____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. 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.

PROPOSTED IMPROVEMENT LOCATION

PCN_____ Subdivision_____

Address_____

Is this application related to a Code Enforcement Case? Provide Case No._____
Does this application have a companion application (i.e., pool, structure, etc)? Permit No._____
Has this Project had Zoning approval? ☐ Yes ☐ No Project No._____ Date Approved___/___/___

APPLICANT INFORMATION

Owner_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

CONTRACTOR INFORMATION

Qualifier_____ Title_____

Company_____
Address_____ City_____ State_____ Zip_____
Contact Person_____ Phone _____
Contractor License #_____

APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

☐ Screen Enclosure ☐ Pool Screen Enclosure ☐ Other_____

DESCRIPTION OF WORK

☐ Building ☐ Addition ☐ Interior Improvement ☐ Single Family ☐ Commercial ☐ Townhouse ☐ Condo
☐ Electrical ☐ Mechanical ☐ Plumbing

Further Description of work:_____

Estimated Value $ _____ Permit Fee $_____ Deposit $_____ Cash or Check # _____

STATE STATUTE REQUIRES ALL PERMITS $2,500.00 OR HIGHER IN VALUE HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT. A COPY OF THE RECORDED "NOC" MUST BE PROVIDED AT TIME OF APPLICATION SUBMITTAL. FORMS ARE AVAILABE IN OUR OFFICE OR ONLINE AT www.royalpalmbeach.com.

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

Application is herby 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, pluming, 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_____
Contractor/Qualifier (if applicable) or Owner/Builder

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
(type of identification)_____ as identification and who did/did not take an oath.

_____
Notary Public

_____
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

STAFF COMMENTS

NEED SEPARATE PERMIT FOR: ☐Mechanical ☐Electrical ☐Plumbing

_____
_____
_____
_____
_____
_____
_____

STAFF APPROVAL

Zoning_____ **Date**_____

Building_____ **Date**_____

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