Village of Royal Palm Beach

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

Generator 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.

Permit application and supporting documents

for office use only	
1. _____	1. ____ Permit applications must be completed in its entirety including original, notarized signatures. (qualifier and/or authorized agent must sign application) A. electrical permit application **- AND -** plumbing permit application for natural or LP gas tank and lines **- AND -** building permit application for slab
2. _____	2. ____Must submit signed, notarized, Owner/Builder Affidavit and Proof of Homestead Exemption (if applicable).
3. _____	3. ____A recorded "Notice of Commencement", are required for all jobs in excess of $2,500 as required per Florida Statute 713.135(d).
4. _____	4. ____ HOA Acknowledgement Affidavit (if applicable)
5. _____	5. ____Residential: One (1) survey provided size does not exceed 12" x 18" otherwise two (2) surveys required; Commercial one (1) site plan are required provided size does not exceed 12" x 18" otherwise two (2) surveys required
6. _____	6.____Residential and commercial sites require one (1) complete set of plans provided size does not exceed 12" x 18" otherwise two (2) sets required
7. _____	7. ____Generator and transfer switch specifications; manufacturer's specs, along with installation and operator instructions of generator
8. _____	8. ____ **Address shall be clearly marked on each document submitted for review**

Construction Drawings

Residential and commercial sites require one (1) complete set of drawings unless size exceeds 12" x 18" with a minimum scale of 1/8" = 1' otherwise (2) complete sets of plans will be required.

1. ____survey with location of generator and setbacks to property lines.
   Note: Generator *shall not* be installed within 10' (any direction) of any opening*
   All openings - within vicinity of generator - shall be clearly shown and identified on survey, (window, door, soffit vent, etc.)

2. ____load calculation showing all loads (circuits) to be connected to the standby system

3. ____electrical riser showing interconnection of all electrical components including normal/emergency connection of standby loads (circuits)

4. ____size: generator (kw); transfer switch (amps)

5. ____generator and transfer switch specifications include:
   manufacturer specs, installation and operating instructions.
   Note: decibel rating of generator must be provided

6. ____typical section of slab and fastening detail

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)

☐ Gas Tank & Lines	☐ A/C Change Out	☐ Water Heater Change Out	☐ Gutters
☐ Driveway	☐ Sidewalk	☐ Fire Suppression	☐ Shutters
☐ Slab - Patio	☐ Accessory Structure	☐ Fire Sprinkler	☐ Awnings
☐ Slab – Other:_____	☐ Irrigation	☐ Shed	☐ Demo
☐ Pool Barrier (type)_____	☐ Hood	☐ Spa	
☐ Pool Screen Enclosure	☐ Generator (Electric & Gas)	☐ Canopy	☐ Other_____
☐ Pool Heater	☐ Electric Svc Change	☐ Fire Alarm	
☐ Low Voltage	☐ Temp Power Pole	☐ Sign Electric	☐ Other: _____

DESCRIPTION OF WORK

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

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: ☐Electrical ☐Plumbing

STAFF APPROVAL

Zoning_____ **Date**_____

Building_____ **Date**_____

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