



# Village of Royal Palm Beach, Florida

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

## Shed or Other Accessory Structure 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.  Permit application must be completed in its entirety including original, notarized signatures. (qualifier and/or authorized agent must sign application)
2.  Must submit signed, notarized, Owner/Builder affidavit and proof of Homestead Exemption (if applicable)
3.  A recorded "Notice of Commencement", required for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).
4.  HOA Acknowledgement Affidavit (if applicable)
5.  Residential: one (1) survey  
Commercial: one (1) site plan provided size does not exceed 12" x 18" with minimum scale of 1/8" = 1'
6.  One (1) Product Approvals or raised signed and sealed plans
7.  Residential and commercial sites require one (1) complete set of plans provided plan size does not exceed 12" x 18" with minimum scale of 1/8" = 1'
8.  **Address clearly marked on each document submitted for review**

## Construction Drawings

**Residential and commercial sites require one (1) complete set of plans provided plan size does not exceed 12" x 18" with minimum scale of 1/8" = 1'**

1. \_\_\_\_ Site Plan or survey showing:
  - a. all property lines and applicable easements
  - b. all streets bounding the property
  - c. proposed location of structure
  - d. location of all buildings on the property
  - e. proposed setbacks from all property lines
  - f. indicate building height to the peak of roof
  - g. distance from front lot line to the leading edge of proposed structure
  - h. lot coverage calculations for existing and proposed conditions. Lot coverage means the percentage of a lot occupied by any solid roofed, or solid walled structure (not screen cages)
  
2. \_\_\_\_ Construction drawings showing:
  - a. product approval or raised signed and sealed plans
  - b. foundation and/or anchoring plan
  - c. wall section
  - d. floor plan
  - e. a statement of compliance as follows: "This structure has been designed in accordance with the 2004 edition Florida Building Code including wind loads, (prepared by a licensed engineer and/or licensed architect). Note: the standard is 140 mph design wind speed

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)

Shed  Other Accessory Structure - Explain: \_\_\_\_\_

#### 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](http://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 \_\_\_\_\_  
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    Roofing  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Zoning \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Date \_\_\_\_\_