



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

Windows/Doors 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 |
| 2. _____ | 2. _____ Owner/Builder Affidavit Disclosure Statement and proof of Homestead Exemption (if applicable) |
| 3. _____ | 3. _____ Recorded Notice of Commencement required for all jobs in excess of \$2,500 as per Florida State Statute 713.135(d) |
| 4. _____ | 4. _____ HOA Acknowledgement Affidavit (if applicable) |
| 5. _____ | 5. _____ Separate permit for storm shutters, (or proof of shutters), if not using impact resistant glass |
| 6. _____ | 6. _____ One (1) Product Approval |
| 7. _____ | 7. _____ 1 (one) complete set of plans required if size does not exceed 12" x 18" with minimum scale if 1/8" = 1' otherwise 2 (two) complete sets of plans are required. |
| 8. _____ | 8. _____ Address marked clearly on each document submitted |

Construction Drawings

RESIDENTIAL SITES REQUIRED

1. ____ Product Approvals
 - a. Metro-Dade product approval report with referenced engineered plans
 - b. Notice of Acceptance from the State of Florida
2. ____ Floor plan with proposed location of new and/or replaced openings (note: must also indicate bedrooms on this plan)
3. ____ Typical wall section
4. ____ Beam or header sizes over new openings
5. ____ Emergency egress window size given per 2004 FBC

Note: All bedroom windows must meet the requirements for means of egress in accordance with the 2004 FBC

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 State Statute 553.79.



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Community Development

WINDOWS / DOORS 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. _____

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 # _____ Cell Phone _____

APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

Window Change Out Door Replacement Window & Door Replacement
 Garage Door Replacement

DESCRIPTION OF WORK

Building Addition Single Family Townhouse Condo Commercial
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

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, or mechanical, 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 _____
Contractor/Qualifier (if applicable) or Owner/Builder

Date _____

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.

Notary Public

Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

STAFF COMMENTS

SEPARATE PERMIT REQUIRED FOR: Electrical (if applicable)

STAFF APPROVAL

Building _____ Date _____