Building Requirements Summary
NEW SINGLE FAMILY & TWO FAMILY DWELLINGS

In order for the Building Division to accept an application for a building permit, the application must (AS A
MINIMUM) include the following:

- Permit Application, properly completed
- One (1) complete set of plans (address must be clearly marked on each page)
- Recorded Notice of Commencement
- Vegetation removal permit

PLANS SHALL INCLUDE:

- Site Plan (May be combined with survey and must show proposed & existing elevations)
- Survey with FEMA flood zone designation
- Soil borings and soil engineers report
- Floor plan
- Elevations (all sides)
- Foundation plan and section
- Roof framing plan
- Exterior wall, interior wall & roof sections
- Plumbing riser diagram
- HVAC plan
- Electrical plan, riser diagram & panel schedule
- Energy Calculations (on State approved form)
- Breakdown of square foot areas (living/per unit, porch, garage, etc.)
- Recorded Warranty Deed
- Plan Review Fee (30% of estimated permit fee) The plan review fee will be credited to the building permit
  fee when the permit is issued. **THE PLAN REVIEW FEE IS NON-REFUNDABLE.**

ALL FEES MUST BE PAID IN FULL PRIOR TO RELEASE OF PERMIT(s).

NOTES:

1. Address shall be clearly marked on all plan sheets and documents.
2. Designer’s name and address shall be on all plan sheets.
3. All drawings shall be designed to scale and legible (minimum 1/8” – 1”).
4. Structural design shall be in conformance with FBC 2004 and prepared by registered architect or
   engineer. Note method used on plans.
5. Requests for required Inspections must be called in 24 HOURS in advance to (561-790-5144)
   a. Cancellations must be called in before 8:15 a.m.
   b. Work must be ready for inspection at the time the inspection is called in.
   c. Failure to meet a. & b. will result in a re-inspection fee.
6. Building permits and plans must be posted on the job site.
7. After the issuance of a building permit and prior to the issuance of a certificate of occupancy, the
   Building Department will require the following certifications to be filed:
   a. Form Board (Tie In) Survey – prior to pouring slab.
   c. Compaction Test – prior to pouring slab.
   d. Insulation Certificate
   e. Final Survey

THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY AND SHALL IN NO WAY RELIEVE THE APPLICANT FROM THE
RESPONSIBILITY OF COMPLIANCE WITH ALL FEDERAL, STATE AND/OR LOCAL LAWS. THE VILLAGE DOES NOT
WARRANT THAT THESE ARE THE ONLY APPLICATION REQUIREMENTS.