



WEST PALM BEACH

DEVELOPMENT SERVICES DEPARTMENT
401 Clematis St.
West Palm Beach, FL 33401
Telephone: 561/805-6700
Fax: 561/805-6676

SINGLE FAMILY RESIDENCE
PERMIT APPLICATION CHECKLIST

REQUIRED ITEMS
CONTRACTOR - OWNER/BUILDER

CONTRACTOR/
OWNER BUILDER

STAFF

- 1. Two Sets of Plans including Landscape plans, Surveys
2. Building, Electrical, Mechanical, and Plumbing floor plans & wall details
a. Plumbing must have layout & riser diagram
b. Electrical
c. Mechanical
d. Gas
e. Fire - Fire Sprinkler Drawings (if required)
f. Soil boring report
g. Irrigation
3. Energy sheets & Manual J (completely filled out)
a. Signed & top portion complete.
b. 2 full sets
c. 1 extra copy of cover sheet (signed)
4. Product approvals
a. Windows, doors, garage doors
b. Glazing protection systems
c. Roof
d. Shutter installation schedule
5. Minimum Design Requirements
a. 2007 Florida Building Codes with 2009 amendments
b. ASCE7-05 or Chapter 16 for structural design
c. Alternate design-see Florida Building Code

NOTE: Additional permit are required for:
Driveway, pool, pool screen enclosure, low voltage (alarm)
Irrigation, backflow, fence, sheds, patios, decks, and other minor permits as may
be required. Please call 805-6700 for assistance.

"An Equal Opportunity Employer"