Designed 1&2 Unit Dwelling Permit Application Checklist

Please note: You MUST check with other agencies for their specific requirements. Failure to do so could result in significant delay to your permit.

1. Contractor must be registered and in good standing with the City of Westlake.
2. Owner/Builder Affidavit, if applicable (Owner/Builder must appear personally, with proof of ownership, to apply for a permit under this exception to the Florida State Licensing Laws).
3. Applicant acknowledges that permits involving habitable areas (enclosed living space and including window wall systems) are subject to assessment of Impact Fees.
4. Digital (.pdf) copy of application, plans, and all supporting documents required. Email to building@westlakegov.com prior to hard copy submittal. Fee detail will subsequently be provided to you. Application fee and HAPPY fee due at time of hard copy submittal.

YOU MUST PROVIDE TWO (2) PERMIT PACKETS THAT INCLUDE THE FOLLOWING:

1. Completed Application. Cost of construction; net square footage; scope of work detail required.
2. Surveys: Construction survey less than 1 year old with proposed residence; with signed and sealed construction site plans, including the location of proposed improvements, drawn to scale and dimensioned, with easements, rights of way, and any existing structure locations illustrated, and providing distances or separations to the property lines and any existing structures.
3. Proposed finish floor elevation for habitable space is specified on survey/site plan. Documentation to support the allowance of work proposed, at reduced setbacks or other variation from Code requirements (for example: Base Building Line Waiver).
4. Structural drawings signed and sealed by a Design Professional, if required by current Florida Statutes.
5. Drawings contain project name, and business name and address of person responsible for design.
6. Townhouses and models provide Certified Site Plan, “Conditions of Approval”, and “Results Letter”.
7. Glass block in Zero Lot Line addition provides manufacturer data establishing translucency, as applicable.
8. Wind Design Information per Section 1603.1.4 FBC. as applicable.
9. State Product Approvals meeting Fla Admin Rule 9B-72 is provided for Windows/Glazing Protection/Mullions/Exterior Doors/Roof Coverings. Specific model of product being used identified with designer of record review and approval for design condition.
10. Foundation plans indicating all footings and slabs including those for site walls, porches, and equipment pads.
11. Exterior elevations of all sides, including design pressures acting on all openings.
12. Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applicable. All variations of roof overhangs are identified and dimensioned.
13. Wall construction is identified at windowsills.
14. Minimum grade and species of structural framing lumber, minimum concrete strength, and grade of reinforcement, as applicable.
15. Typical wall/column sections illustrating all separate conditions in bearing walls.
16. Wall construction is identified at windowsills.
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18. Minimum grade and species of structural framing lumber, minimum concrete strength, and grade of reinforcement, as applicable.
19. Beam/lintel/header schedule or shown on plan, as applicable.
20. Electrical load calculations, panel locations, and panel schedules.
21. Florida Energy Efficiency and HVAC sizing calculations for each unit with the number of each unit type included on the site or floor plan, as applicable.
22. HVAC equipment schedule with sensible capacity and plans showing equipment locations and duct systems.
23. Completed Valuation Chart for single family dwelling application.
24. Gas plans and information per 106.3.5.2 FBC, tanks located on survey/site plan, as applicable.
25. All applicable NOA, specs and cut sheets, as applicable.
26. Irrigation plans.
27. Smoke detector/carbon monoxide cut sheets.

Revised 1/2021
OTHER AGENCIES-SUBMITTAL PACKAGES, AS APPLICABLE (ONE Copy Unless Otherwise Noted):

Health Department Submittal Package: Refer to Health Department for Additional Requirements.
1. Certified Site Plan with Conditions of Approval
2. Water and Sewer Site Utility Plan

Landscape Section Submittal Package: (Two additional, separated sets)
1. Certified Site Plans, Conditions of Approval, and Results Letter
2. Landscape plans, signed and sealed by a Florida Landscape Architect
3. Plant schedule
4. Civil plans

Irrigation Type (for informational purposes only)
- Well
- Pond
- City or County Water
- Reclaimed Water

Environmental Resources Management Submittal Package: Refer to ERM for Additional Requirements.
1. Certified Site Plan with Conditions of Approval and Results Letter

Land Development Submittal Package: Refer to Land Development for Additional Requirements.
1. Certified Site Plan with Conditions of Approval
2. Civil drawings to be submitted directly to the Engineering Department by the applicant

D B P R, Division of Hotels and Restaurants Approval
(Repair Required Prior to Building Permit Submittal)

FAILURE TO CHECK WITH OTHER AGENCIES FOR THEIR REQUIREMENTS MAY RESULT IN SIGNIFICANT DELAY TO YOUR PERMIT

AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by Contractor/Authorized Signatory of Contractor or Owner Builder.

Project: ___________________________ Date: ___________________________

Property Control Number or Address: ___________________________

STATEMENT OF COMPLETENESS AND ACCURACY
I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fee, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by Palm Beach County to process this application.

Check (v) one: I am the [ ] Contractor [ ] Authorized Signatory of the Contractor, [ ] Owner/Builder.

Name (Type, Stamp, or Print Clearly)

________________________________________

Signature

________________________________________

Name of Firm (If Applicable)

________________________________________

License Number (If Contractor or Their Signatory)

* This checklist is a guideline to minimum submittal requirements for review of proposed construction and permit application. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards.