APPLICATION SUFICIENCY CHECKLIST*

(102 & 106 P.B.C. Amendments to the Florida Building Code 2014 and Palm Beach County Unified Land Development Code)

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

- Three copies of Completed Application. Cost of construction and net square footage required.
- Contractor must be registered and in good standing with the City of Westlake.
- 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).
- Notice of commencement (if applicable) properly recorded, copy to Building Department, and posted on site.
- Applicant acknowledges that permits involving habitable areas (enclosed living space, and including window wall systems) are subject to assessment of Impact Fees.

THREE (3) COMPLETE SETS OF THE FOLLOWING:

1. Surveys: Construction survey less than 1 year old with proposed scope of work detailed with signed and sealed construction site plan, 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.
2. Wind design information per sections 1603.1.4 FBC
3. Engineered construction drawings.
4. Flame resistance certificates for drawings.
5. State Product Approval with specific product and details identified.
6. Documentation to support the allowance of work proposed, at reduced setbacks or other variation from Code requirements (for example: Base Building Line Waiver).
7. Structural drawings are signed and sealed by a Design Professional
8. Drawings contain project name, and business name/ address of person responsible for design.
9. Roof framing plan with uplift/lateral loads, anchor/connector schedule, as applies. All variations of roof overhangs are identified and dimensioned.
10. Digital copy of application; plans and all supporting documents is required.

Other Agencies, as Apply:

Environmental Resources Management – Refer to ERM for Requirements when on an unplatted parcel or initial construction in a PUD or subdivision.
Separate survey or Certified Site Plan, as applies

AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by the permit applicant: 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 fees, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the City of Westlake to process this application.

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

________________________________________                 __________________________________________ Name (Type, Stamp, or Print Clearly)
_________________________________              __________________________________ 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.