



CITY OF WESTLAKE
Building Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
(561) 530-5880 www.westlakegov.com

Commercial Permit Application Checklist

This checklist is a guideline to minimum submittal requirements for review of proposed construction and permit application for the Building Department. 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.

Please note: You MUST check with other agencies including Engineering, Planning & Zoning, Seminole Improvement District, and Palm Beach County Fire Rescue for their specific requirements. Failure to do so could result in a significant delay to your permit.

Please initial to acknowledge each statement:

_____ All plans and specs must be reviewed and approved by Palm Beach County Fire Rescue before being submitted to the Building Department. Please call PBCFR Plan Review at 561-233-0500 for more information.

_____ All plans and construction drawings must be compliant with 2020 Florida Building Code (FBC), 7th edition and 2020 National Electrical Code (NEC). Plans must be digitally signed and sealed and contain the project name, as well as the business name and address of the person responsible for design.

_____ Permit applications must be filled out completely and accurately, including the full address of the proposed construction. If the Owner is unable to sign the application, the Qualifier may sign on behalf of the Owner and a copy of the executed contract with the Owner's signature must be submitted with the application. Incomplete applications or application packages shall not be accepted.

_____ Permit application packages must be submitted by a General Contractor. Submittals directly from Design Professionals shall not be accepted.

_____ The full scope of work and total cost of all proposed construction is required to be documented on the permit application. Please provide a separate list of cost breakdown by discipline.

_____ Complete applications packages will contain permit application(s), plans/drawings, approval from Palm Beach County Fire Rescue (red stamped plans or paid review receipt shall suffice), survey(s), proof of ownership, product approvals, truss engineering, energy calculations, structural calculations, wind design information, electrical load calculations, and a soil conditions report, as applicable.

_____ All contractors and subcontractors must be registered and in good standing with the City of Westlake prior to permit issuance.

_____ A completed and notarized Subcontractor Worksheet must be submitted prior to permit issuance.

_____ Permits involving habitable areas (enclosed living space and including window wall systems) are subject to assessment of Impact Fees.

_____ Any credits for Road Impact Fees must be submitted with the complete application package.

_____ A copy of the recorded Notice of Commencement (if value is \$2500 or greater) is required to be posted on site prior to the first inspection.

_____ A digital (.pdf) copy of the completed application, plans, surveys, product approvals, and all other supporting documents must be submitted **via email** to building@westlakegov.com . The Building Department will calculate fees upon receipt and initial review of the digital submittal. The application fee(s) must be paid in order to begin departmental reviews. All remaining fees must be paid at the time the permits are issued.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

To be completed by the General Contractor or Authorized Signatory of Contractor.

Project Name: _____

Date: _____

Property Control Number (PCN) or Address: _____

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, the City of Westlake, or the Building Official to process this application.

Check (v) one:

I am the Contractor Authorized Signatory of the Contractor

Name (Type, Stamp, or Print Clearly)

Signature

Name of Firm

License Number