



# City of South Bay

## Department of Community Development

335 SW 2<sup>nd</sup> Ave., South Bay, Florida 33493 PH: (561) 996-6751 FAX: (561) 996-7950

### BUILDING DIVISION PERMIT APPLICATION FORM

Permit No. _____	Permit Tech _____	Issued by _____	Date Issued _____
APPLICANT INFORMATION		CONTRACTOR INFORMATION	
Owner's Name _____ Address _____ City _____ State ____ Zip _____ Home Phone ( ) _____ Cell Phone ( ) _____ Fax Number ( ) _____		<input type="checkbox"/> Owner/ Builder (see Owner/Builder Disclosure Statement) Qualifier _____ Contractor License # _____ Company _____ Address _____ City _____ State ____ Zip _____ Company Phone ( ) _____ Contact Person _____ Phone ( ) _____ Fax ( ) _____ Architect/Engineer's Name _____ Address _____ City _____ State ____ Zip _____	
PROPOSED IMPROVEMENT LOCATION		NAME OF ROLL OFF COLLECTION PROVIDER	
<input type="checkbox"/> Same as owner address Address of Improvement _____ Subdivision _____ Block _____ Lot _____ PCID # _____			
ADDITIONAL INFORMATION			
Fee Simple Title Holder (if other than owner) _____ Address _____ City _____ State ____ Zip _____ Mortgage Lender _____ Bonding Company _____ Address _____ City _____ State ____ Zip _____		Address _____ City _____ State ____ Zip _____	
DESCRIPTION OF PROPOSED IMPROVEMENTS			
Provide a complete description of the work you are proposing, including estimated value. _____ _____			
<b>Proposed Work:</b> <input type="checkbox"/> BLDG <input type="checkbox"/> ELEC <input type="checkbox"/> PLMG <input type="checkbox"/> MECH <input type="checkbox"/> ROOF <input type="checkbox"/> FIRE <input type="checkbox"/> GAS <input type="checkbox"/> OTHER <b>Proposed Use</b> _____ <b>Previous Use</b> (if existing structure) _____ <b>Construction Value \$</b> _____ Applicant may be asked to provide a copy of a signed contract to determine job value. <i>Additional Information</i> (when applicable) <b>Fence Type:</b> _____ <b>Material:</b> _____ <b>Pool Barrier (circle):</b> Yes No <b>Roofing # of squares:</b> _____ <b>Swimming Pool # of Gallons:</b> _____ <b>Accessory Structure (circle):</b> Yes No <i>If yes, indicate sq. feet of residence:</i> _____			
STRUCTURE INFORMATION			
<b>Type of Construction (circle):</b> I-A    I-B    II-A    II-B    III-A    III-B    IV    V-A    V-B Total A/C sq. Ft. _____ Total Non-A/C Sq. Ft. _____ # of: Units _____ Stories _____ Bedrooms _____ Bathrooms _____			
Circle one choice for each of the following: Property located on: Canal    Lake    Neither Sewage Disposal: Public    Septic Water: Public    Well		<b>OFFICE STAMP</b>	
<b>Flood Zone Information</b> <b>Flood Zone :</b> _____ <b>Finished Floor Elevation:</b> _____			

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

**A Building Permit does not assure compliance with your Homeowners Association's rules, regulation and/or deed restrictions. We advise you to obtain approval from you Homeowners Association before improving your property.**

I further acknowledge the following:

**This permit is good for a maximum of 2 years.**

**This permit becomes null and void if work or construction authorized is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. Permit will be considered suspended or abandoned if it does not pass an inspection within 180 days.**

**Issuance of a permit is not authorization to violate any public or private restrictions including but not limited to Home Owners Association or deed restrictions. Submit identical plans to the Home Owners Association for approval.**

**Failure to comply with all applicable construction regulations may result in the withholding of future permits.**

**Submission of any false information or misrepresentation is a violation of law and shall result in revocation of your permit.**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Owner Builder Disclosure Statement (489.103 FS.)**

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building.

**OWNER'S AFFIDAVIT:** I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**OWNER:**

**STATE OF FLORIDA, COUNTY OF PALM BEACH**

The following instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ who is personally known to me or Who has produced \_\_\_\_\_, as identification and who did / did not take an oath.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name of Notary

Seal:

**CONTRACTOR:**

**STATE OF FLORIDA, COUNTY OF PALM BEACH**

The following instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ who is personally known to me or Who has produced \_\_\_\_\_, as identification and who did / did not take an oath.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name of Notary

Seal:

# Permit Submittal Checklist

1. The following items are required for Building Permit Submittal.  
Additional information may be required based on project type:
  - a. Permit application signed and notarized by property owner and individual qualifier for each discipline of work. (Building, Electrical, Plumbing and Mechanical)
  - b. Copy of a signed contract/proposal stating the job valuation.
  - c. Copies of insurance certificates, liability and workman's compensation and copies of licensing documentation, contractor, certificate of competency, occupational license.
  - d. Copy of recorded Notice of Commencement, required for projects valued at \$2,500.00 or higher. For A/C permits, the limit is raised to \$7,500.00.
    - i. A contractor may submit a copy of a Notice of Commencement, however permits may not be issued until recorded copy is received.
  - e. Two (2) sets of plans signed and sealed by a professional Engineer/Architect for the following types of projects: new construction, building facade renovation, interior residential renovation and addition, commercial renovation and addition and civil site work.
    - i. For all other work: two (2) copies of survey showing location of proposed construction
  - f. Two (2) original sign and seal surveys
  - g. Department of Urban Planning and Redevelopment Procedure Form (DEP) and Stamp on plans when applicable (i.e. all new residential construction, additions for bedrooms and baths on sewer, pools and additions to non-residential buildings, all commercial and industrial alterations and demolitions).

(See reverse side)

- h. Product approvals for sheds, doors, windows, all glass, roof's, garage doors and all *types* of shutters.
- j. Energy calculations including heating and cooling load calculations
- k. Wind load calculations (signed and sealed) are needed for shutters, windows, doors, skylights & garage doors.
- j. Signed and sealed pressure calculations are required for doors and windows.
- l. Owner/ Builder Affidavit for all residential project in which the property owner is the qualifier.
- m. Applicable permit fees.
- n. All roof permit's must be submitted with a roofing package

**Effective January 3, 2012, all building permits for Commercial/income producing properties will require a valid City of South Bay Business Tax License Application to be submitted at the time of the building permit application**

Thank for full your cooperation.