



# Village of Royal Palm Beach, Florida

Community Development Department, Building Division  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129

## Screen Enclosure Checklist

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

for office  
use only

### Permit application and supporting documents

1. \_\_\_\_\_ 1. \_\_\_\_\_ Permit application must be completed in its entirety including original, notarized signatures. (Qualifier must sign application unless built by Owner/Builder)
2. \_\_\_\_\_ 2. \_\_\_\_\_ Must submit signed, notarized, Owner/Builder Affidavit and proof of Homestead Exemption (if applicable).
3. \_\_\_\_\_ 3. \_\_\_\_\_ A recorded "Notice of Commencement", required for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).
4. \_\_\_\_\_ 4. \_\_\_\_\_ Homeowners Association Acknowledgement Affidavit (if applicable)
5. \_\_\_\_\_ 5. \_\_\_\_\_ Indicate roof type on application, (solid or screen)
6. \_\_\_\_\_ 6. \_\_\_\_\_ One (1) site plan or survey provided document size does not exceed 12" x 18" with minimum Scale of 1/8" = 1' otherwise two (2) sets required.
7. \_\_\_\_\_ 7. \_\_\_\_\_ Residential and commercial sites require one (1) complete set of plans, **site specific**, (signed and sealed by architect or engineer) provided plans do not exceed 12" x 18" with minimum Scale of 1/8" = 1' otherwise two (2) sets of plans required
8. \_\_\_\_\_ 8. \_\_\_\_\_ One (1) engineered connections and span tables provided document size does not exceed 12" x 18"
9. \_\_\_\_\_ 9. \_\_\_\_\_ **Address clearly marked on each document**

## Construction Drawings

**Note: If site survey, site plans and or construction drawings exceed 12" x 18" in size with a minimum scale of 1/8" = 1' - two (2) sets will be required.**

1. \_\_\_ survey is to provide setback dimensions from all property lines
2. \_\_\_ site specific drawings, signed and sealed by a professional engineer or architect, providing the following:
  - A. floor plan
  - B. elevations
  - C. construction details
  - D. note that structure was designed to comply with current 170 mph wind load

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and/ or documentation as it deems necessary to complete the review and permitting process as provided for in Florida Statute 553.79.



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### BUILDING PERMIT APPLICATION

Permit No. \_\_\_\_\_  
Date \_\_\_\_\_

#### GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

#### PROPOSTED IMPROVEMENT LOCATION

PCN \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

Is this application related to a Code Enforcement Case? Provide Case No. \_\_\_\_\_

Does this application have a companion application (i.e., pool, structure, etc)? Permit No. \_\_\_\_\_

Has this Project had Zoning approval?  Yes  No Project No. \_\_\_\_\_ Date Approved \_\_\_/\_\_\_/\_\_\_

#### APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### CONTRACTOR INFORMATION

Qualifier \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

#### APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

Screen Enclosure  Pool Screen Enclosure  Other \_\_\_\_\_

#### DESCRIPTION OF WORK

Building  Addition  Interior Improvement  Single Family  Commercial  Townhouse  Condo  
 Electrical  Mechanical  Plumbing

Further Description of work: \_\_\_\_\_

Estimated Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

**STATE STATUTE REQUIRES ALL PERMITS \$2,500.00 OR HIGHER IN VALUE HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT. A COPY OF THE RECORDED "NOC" MUST BE PROVIDED AT TIME OF APPLICATION SUBMITTAL. FORMS ARE AVAILABE IN OUR OFFICE OR ONLINE AT [www.royalpalmbeach.com](http://www.royalpalmbeach.com).**

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate. I understand that a separate permit may be required for electrical, plumbing, roofing, air conditioning, etc.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

**Warning to Owner:** Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor/Qualifier (if applicable) or Owner/Builder

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who is personally known to me or who has produced  
(type of identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

**STAFF COMMENTS**

NEED SEPARATE PERMIT FOR:    Mechanical    Electrical    Plumbing  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Zoning \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Date \_\_\_\_\_