



# 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

## **Shed or Other Accessory Structure 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.  Permit application must be completed in its entirety including original, notarized signatures. (qualifier and/or authorized agent must sign application)
2.  Must submit signed, notarized, Owner/Builder affidavit and proof of Homestead Exemption (if applicable)
3.  HOA Acknowledgement Affidavit (if applicable)
4.  Residential: one (1) survey  
Commercial: one (1) site plan provided size does not exceed 12" x 18" with minimum scale of 1/8" = 1'
5.  One (1) Product Approvals or raised signed and sealed plans
6.  Residential and commercial sites require one (1) complete set of plans provided plan size does not exceed 12" x 18" with minimum scale of 1/8" = 1'
7.  **Address clearly marked on each document submitted for review**

### **NOTE:**

**Prior to 1<sup>st</sup> inspection, this office must be supplied with the original recorded Notice of Commencement or a certified copy.**

## Construction Drawings

**Residential and commercial sites require one (1) complete set of plans provided plan size does not exceed 12” x 18” with minimum scale of 1/8” = 1’**

1. \_\_\_\_ Site Plan or survey showing:
  - a. all property lines and applicable easements
  - b. all streets bounding the property
  - c. proposed location of structure
  - d. location of all buildings on the property
  - e. proposed setbacks from all property lines
  - f. indicate building height to the peak of roof
  - g. distance from front lot line to the leading edge of proposed structure
  - h. lot coverage calculations for existing and proposed conditions. Lot coverage means the percentage of a lot occupied by any solid roofed, or solid walled structure (not screen cages)
  
2. \_\_\_\_ Construction drawings showing:
  - a. product approval or raised signed and sealed plans
  - b. foundation and/or anchoring plan
  - c. wall section
  - d. floor plan
  - e. a statement of compliance as follows: “This structure has been designed in accordance with the 2010 edition Florida Building Code including wind loads, (prepared by a licensed engineer and/or licensed architect). Note: the standard is 170 mph design wind speed

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.

#### PROPOSED 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)

Shed  Other Accessory Structure - Explain: \_\_\_\_\_

#### DESCRIPTION OF WORK

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

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

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

**NOTE: STATE STATUTE REQUIRES ALL PERMITS OVER \$2,500.00 HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT PRIOR TO 1<sup>ST</sup> INSPECTION (EXCEPT HVAC LESS THAN \$7,500.00).**

**IN ORDER TO OBTAIN 1<sup>ST</sup> INSPECTION, THE ORIGINAL "NOC" OR CERTIFIED COPY MUST BE SUPPLIED TO OUR OFFICE. FORMS ARE AVAILABLE 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    Roofing  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

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



**Village of Royal Palm Beach, Florida**

Community Development  
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HIGH WIND MITIGATION STIPULATION AGREEMENT

This implemented agreement shall be submitted with each building permit application for which proposed installation of membrane structures and or canopies with vinyl, acrylic, or light weight "REMOVABLE" panels is submitted for review.

This agreement simply states that as per Florida Building Code sections 3105.4.2.1 and 2002.3.3.

FBC 3105.4.2.1 The wind design loads for any fabric or membrane-covered structure designed with a quick removal or breakaway membrane or fabric shall be wind velocities at or below 75 mph and shall be removed upon any higher wind conditions.

The undersigned property owner(s) by submittal of this agreement do hereby acknowledge and agree that they shall comply with the directive outlined above and remove any identified construction components upon winds exceeding 75 mph.

1. I/we own property in the Village of Royal Palm Beach located at \_\_\_\_\_ and have applied for a building permit to install a "Removable" membranes and or canopies with vinyl, acrylic or light weight panels.

2. I/we hereby agree that as wind speeds exceed 75 MPH I/we shall have removed the identified construction components and that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuits, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in any way connected with the issuance of the above listed permit and or failure to perform as prescribed.

\_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
Owner (Signature)

\_\_\_\_\_  
Date

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

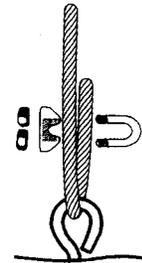
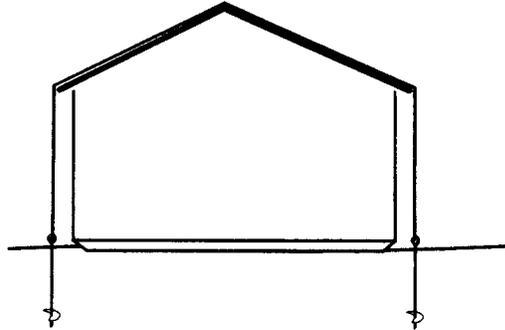
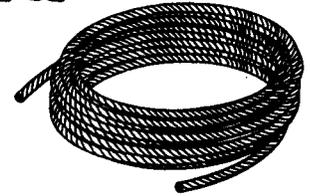
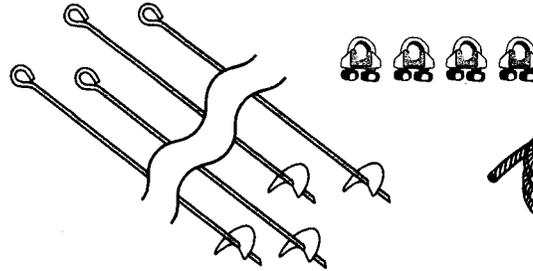
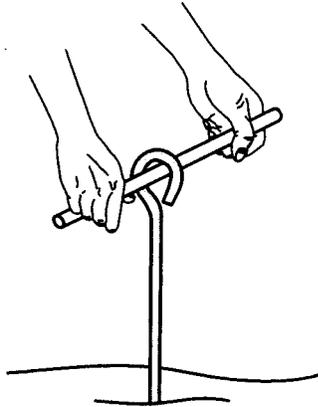
\_\_\_\_\_  
Notary Public, State of Florida

(seal)

# Eye Anchor Kit Instructions

Do-it-Yourself protection for most outdoor structures or possessions.

**Includes: 15" Anchors,  
Wire Clamps  
& 50 ft Cable  
Part #59070**



1. Install ground anchors as close to the building as possible at all four corners.
  - A. Install anchors using a straight rod to turn (screw) anchor into the ground.
  - B. A starter hole, up to 1/3 of the anchor length can be used to start anchor into the ground. Once the anchor eye is level with the ground, backfill the soil and pack area around the anchor eye.
  - C. Anchor eye should be just above soil level.
2. Cable can be secured to the building using the following methods.
  - A. Attach one end of the cable to an anchor using the wire rope clip. Cable goes thru the anchor eye and is clamped together using the wire clip. Place the cable over the roof to the opposite anchor, loop cable thru anchor eye. Cut cable to have enough to attach to the anchor. Pull cable tight, attach wire rope clip, tighten nuts. Repeat for other side.
  - B. Attach cable to the side wall studs. Additional hardware required, bolts, washers nuts and wire rope clips. All available at your local hardware supply.

## NOTE:

These instructions are for suggested attachment to small shed not located in high wind areas. For more detailed anchor requirements, see the wind zone charts for your area. You may need additional anchors, cable, wire clamps or other forms of anchor attachments to the shed to meet local or state requirements.

### Twelve (12) Month Limited Warranty

All tie down anchors, when installed in accordance with the manufacturers recommendations and when used within the suggested capacities are guaranteed for 12 months from date of purchase against defects in material or workmanship.

If returned prepaid to the factory, TIE DOWN ENGINEERING will replace without charge the defective part. Labor delays or damage are not covered by this warranty and while this warranty gives you specific legal rights, you may also have other rights with vary from state to state.

Instruction #08090

**TIE DOWN ENGINEERING • 255 Villanova Drive SW • Atlanta, GA 30336**  
**www.tiedown.com (404) 344-0000 Fax (404) 349-0401**



031508, F893

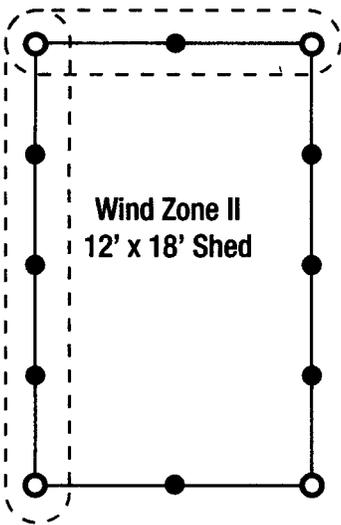
# Calculation Chart Instructions

**Example:**

Wind Zone II chart shows 12' x 18' building:

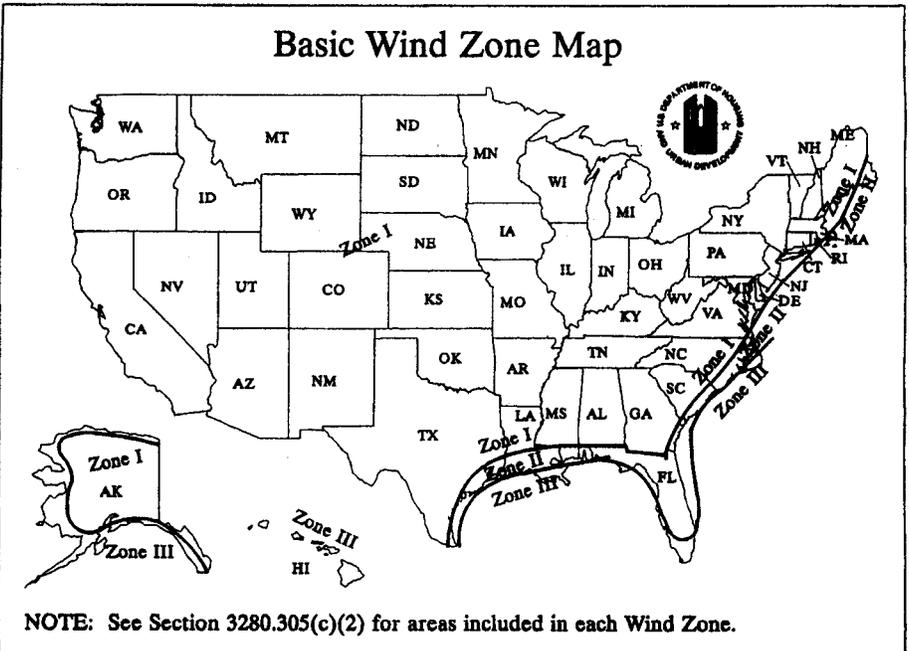
- Looking in 12' column - Use lowest value in the 12' column for the number of anchors ..... 3
- Looking in 18' column - find the corresponding width of 12' to obtain the number of anchors for the 18' side ..... 5  
(if building width exceeds the widths shown in the Building Width column, use the lowest number of anchors in the corresponding Building Width column)
- Total Anchors needed per 12' x 18' shed in Wind Zone II. ....12

**Note\***



**\*NOTE: Anchors at the corners shall be counted only once in the quantity required for each side or face of building.**

| Building Width (ft.) | Building Length (ft.) |   |   |    |    |    |    |    |    |    |    |    |    |    |    |
|----------------------|-----------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
|                      | 5                     | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 |
| 5                    | 2                     | 2 | 3 | 4  | 4  | 5  | 6  | 6  | 7  | 7  | 8  | 9  | 9  | 10 | 11 |
| 6                    | -                     | 2 | 3 | 3  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 9  | 9  | 10 |
| 7                    | -                     | - | 3 | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  |
| 8                    | -                     | - | 3 | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  |
| 10                   | -                     | - | - | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  |
| 12                   | -                     | - | - | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  |
| 14                   | -                     | - | - | -  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  | 9  |
| 16                   | -                     | - | - | -  | 3  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  | 9  |
| 18                   | -                     | - | - | -  | -  | -  | 6  | 6  | 7  | 7  | 8  | 8  | 9  | 9  | 9  |



NOTE: See Section 3280.305(c)(2) for areas included in each Wind Zone.

§ 3280.305  
24 CFR Ch. XX (4-1-06 Edition)



**TIE DOWN ENGINEERING, INC.**

Wind Zone: 1

Anchor Description: 1/2" x 15" Eye Anchor with 4" Helix  
Model Number: 59050

**WIND ZONE I**

| Building Width (ft.) | Building Length (ft.) |   |   |    |    |    |    |    |    |    |    |    |    |    |    |
|----------------------|-----------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
|                      | 5                     | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 |
| 5                    | 2                     | 2 | 2 | 3  | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  |
| 6                    | -                     | 2 | 2 | 3  | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 7  | 8  |
| 7                    | -                     | 2 | 2 | 3  | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 6  | 7  | 7  | 8  |
| 8                    | -                     | - | 2 | 3  | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 6  | 7  | 7  | 8  |
| 10                   | -                     | - | - | 3  | 3  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  |
| 12                   | -                     | - | - | -  | 4  | 4  | 5  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  |
| 14                   | -                     | - | - | -  | -  | 4  | 5  | 6  | 6  | 7  | 7  | 8  | 8  | 9  | 10 |
| 16                   | -                     | - | - | -  | -  | -  | 5  | 6  | 7  | 7  | 8  | 8  | 9  | 10 | 10 |
| 18                   | -                     | - | - | -  | -  | -  | -  | 6  | 7  | 8  | 8  | 9  | 10 | 10 | 11 |

Wind Zone: 2

Anchor Description: 1/2" x 15" Eye Anchor with 4" Helix  
Model Number: 59050

**WIND ZONE II**

| Building Width (ft.) | Building Length (ft.) |   |   |    |    |    |    |    |    |    |    |    |    |    |    |
|----------------------|-----------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
|                      | 5                     | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 |
| 5                    | 5                     | 6 | 7 | 9  | 11 | 13 | 14 | 16 | 18 | 19 | 21 | 23 | 25 | 26 | 28 |
| 6                    | -                     | 5 | 7 | 8  | 10 | 11 | 13 | 14 | 16 | 18 | 19 | 21 | 22 | 24 | 25 |
| 7                    | -                     | 5 | 6 | 8  | 9  | 11 | 12 | 13 | 15 | 16 | 18 | 19 | 21 | 22 | 24 |
| 8                    | -                     | - | 6 | 7  | 9  | 10 | 12 | 13 | 14 | 16 | 17 | 18 | 20 | 21 | 23 |
| 10                   | -                     | - | - | 7  | 8  | 10 | 11 | 12 | 14 | 15 | 16 | 18 | 19 | 20 | 22 |
| 12                   | -                     | - | - | -  | 8  | 10 | 11 | 12 | 14 | 15 | 16 | 18 | 19 | 20 | 22 |
| 14                   | -                     | - | - | -  | -  | 10 | 11 | 13 | 14 | 16 | 17 | 18 | 20 | 21 | 22 |
| 16                   | -                     | - | - | -  | -  | -  | 12 | 13 | 15 | 16 | 18 | 19 | 21 | 22 | 23 |
| 18                   | -                     | - | - | -  | -  | -  | -  | 14 | 16 | 17 | 19 | 20 | 22 | 23 | 25 |

Wind Zone: 3

Anchor Description: 1/2" x 15" Eye Anchor with 4" Helix  
Model Number: 59050

**WIND ZONE III**

| Building Width (ft.) | Building Length (ft.) |   |   |    |    |    |    |    |    |    |    |    |    |    |    |
|----------------------|-----------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|
|                      | 5                     | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 |
| 5                    | 6                     | 7 | 9 | 11 | 13 | 15 | 17 | 19 | 21 | 23 | 25 | 27 | 29 | 32 | 34 |
| 6                    | -                     | 6 | 8 | 10 | 12 | 14 | 15 | 17 | 19 | 21 | 23 | 25 | 27 | 28 | 30 |
| 7                    | -                     | 6 | 7 | 9  | 11 | 13 | 14 | 16 | 18 | 20 | 21 | 23 | 25 | 27 | 28 |
| 8                    | -                     | - | 7 | 9  | 10 | 12 | 14 | 15 | 17 | 19 | 20 | 22 | 24 | 25 | 27 |
| 10                   | -                     | - | - | 8  | 10 | 12 | 13 | 15 | 16 | 18 | 20 | 21 | 23 | 24 | 26 |
| 12                   | -                     | - | - | -  | 10 | 12 | 13 | 15 | 17 | 18 | 20 | 21 | 23 | 25 | 26 |
| 14                   | -                     | - | - | -  | -  | 12 | 14 | 15 | 17 | 19 | 20 | 22 | 24 | 25 | 27 |
| 16                   | -                     | - | - | -  | -  | -  | 14 | 16 | 18 | 19 | 21 | 23 | 25 | 26 | 28 |
| 18                   | -                     | - | - | -  | -  | -  | -  | 17 | 19 | 20 | 22 | 24 | 26 | 28 | 29 |

**Notes:**

- 1) Maximum 102" building height.
- 2) One anchor shall be placed at each corner of building.
- 3) Any required anchors between corners shall be spaced equidistant apart from each other.
- 4) Number of anchors required per side shall be determined by finding quantities listed in columns.

