



# City of Boynton Beach Building Division

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## PERMIT APPLICATION CHECKLIST FOR ALTERATIONS, ADDITIONS, CHANGES (ONE & TWO FAMILY DWELLINGS ONLY)

- Two copies of plans.
- Two copies of plot plan showing new work to be permitted; must show 2 hard surface parking spaces (Note: if additional parking is indicated, location must be approved by City of Boynton Beach Utilities Department).
- Two copies of survey indicating all previous improvements.
- Identification on each set of plans of all existing rooms and of total square feet of living area including garage, and screen porch, if applicable.
- Location on each set of drawings all existing electric outlets, plumbing fixtures, windows, doors, and number of parking spaces.
- Two copies of Product Approvals for windows, doors, roof covering, skylights, etc., if applicable.
- Typical wall section on each set of drawings, which shall show foundation, wall construction, finished floor elevation, and roof pitch.
- Two copies of building elevations (north, east, south, west), if applicable.
- Two copies of water and sewer locations certified by City of Boynton Beach Utilities Department.
- Two copies of energy calculations, where required.
- Two copies of drainage plan signed and sealed by a Professional Engineer if addition exceeds 800 square feet.
- Two copies of design criteria used for the Florida Building Code, IBHS Guideline for Hurricane Residential Construction or any other applicable codes.
- Notice of Commencement, if valuation is \$2,500 or greater.
- Proof of residency where work is to be permitted, if owner/builder.

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Electrical

- Panel schedule for new circuits to be added with breaker sizes and total load.
- Revised electrical layout of service connections, if a service change.
- Arc fault breaker in bedrooms, if applicable.

Mechanical

- Indication of all additional service drops with duct and register sizes.
- Indication of all venting, i.e. baths, hoods, etc.

Plumbing

- Isometrics for all additional plumbing fixtures.