

COMMERCIAL INTERIORS or ADDITIONS

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as Permit Type: **Building(C)**

Work Class: **Alteration or Addition (if adding sq. ft.)**

1. Site Information [<Survey>](#)

- a. Current DRC certified site plan _____
- b. Survey with setbacks, proposed finished floor elevation & base flood elevation established by FEMA _____
- c. Elevation certificate signed & sealed if the structure is in a flood zone _____
- d. Provide signed & sealed Geotechnical Report, *if applicable* _____

2. Plans [<Building Plans>](#)

- a. Signed & Sealed with names/addresses of Architect & Engineers, Include Architectural, Structural, Mechanical, Elec, Plumb, etc. drawings _____
- b. Plans shall include but not limited to:
 - i. **Must** state design parameters compliance with current FBC _____
 - ii. Occupancy of space _____
 - iii. Building type _____
 - iv. Window and door sizes and locations _____
 - v. Dimensions and room occupancy designations _____
 - vi. Location of units and address numbering of bay, if more than one _____
 - vii. Accessibility code requirements _____
 - viii. Square footage of units _____
 - ix. Equipment layout, where applicable _____
 - x. State if building has Fire Sprinkler system _____
 - xi. Provide Information on location and Fire Rating of walls _____
- c. Details of Accessible restrooms/accessories _____
- d. Typical wall section _____
- e. UL details and design numbers of rated walls, penetrations and ceiling _____
- f. Electrical plan with load calcs, exist/prop receptacles, exit lights & riser diagram _____
- g. Mechanical plans and equipment specifications _____
- h. Plumbing plans and isometric riser _____
- i. Fire sprinkler plans and specifications, *if applicable* (separate permit required) _____
- j. Life Safety plan – shown common path _____

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3. Supporting Documents <Supporting Docs>

- a. Licensed contractor required for all structural work _____
- b. Owner/Builder Affidavit, *if applicable*. An owner may obtain a permit for work on a building for their own use provided the value of work does not exceed \$75,000 _____
- c. Notarized Letter of Approval from building owner _____
- d. FL Energy Efficiency Code Form signed/sealed _____
- e. Palm Beach County Fire Rescue application and fee _____
- f. Asbestos Notification Statement completed _____
- g. Wellfield Affidavit if chemicals will be used _____

4. Approval Stamps & Letters *where applicable* <Supporting Docs>

- a. Sanitary Sewer – Loxahatchee River District Environmental Control (ENCON) _____
 - i. Address: 2500 Jupiter Park Drive
 - ii. Phone: 561-747-5700
- b. Septic System – Palm Beach County Health Department _____
 - i. Phone: 561-840-4500
- c. Jupiter Utilities Department (*If Applicable*): 561-746-5134 _____

5. Product Approval <NOA>

- a. Provide Product Approvals as required
 - i. State of Florida Product Approval with installation instructions engineered plans (Be sure to mark the **exact** product number) _____
 - ii. Miami-Dade Notice of Acceptance (NOA) with installation instructions. _____
 - iii. Engineer signed/sealed plans and calculations for custom design _____
- b. Information required from product approval:
ALL project specific details shall be Identified/Marked/Circled on product Approval Installation Instructions _____

If Handrails or Guardrails are installed, a signed and sealed certified field test meeting the structural requirements of FBC-Building 1607.8.1, is required prior to final inspection.



Asbestos & Lead Paint Notification Statement

Required for ALL Demolitions and / or Renovations

Per Florida Statute 469.003, It is the responsibility of the owner / operator / applicant to comply with this provision.

By signing below I/we agree to notify the Palm Beach County Health Department of the intention to remove asbestos, when applicable, in accordance with State and Federal law.

I/we further acknowledge that lead paint is a dangerous material that may be present in buildings constructed prior to 1978. I/we agree to mitigate the presence of lead paint with properly trained firms and with proper notice to occupants of affected buildings in compliance with 40 CFR part 745 Code of Federal regulations for lead paint abatement. We also acknowledge that the Town of Jupiter has provided the web addresses and the links to [Code Of Federal Regulations](#) pertaining to lead paint abatement effective April 22, 2010 as well as the [EPA's Steps to Lead Safe Renovation](#), Repair and Painting.

Job site address: _____

Contractor's Information: _____

Licenses: _____ Phone #: _____

Address: _____

Date: _____

Contractor's printed name: _____

Contractor's signature: _____

