

COMMERCIAL NEW / MULTI-FAMILY

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: **Commercial New Building** or **Commercial New Multi Family**

VALUE determined by sq. ft. of building. Do NOT include value of site work: parking lot, paving, drainage, water, sewer, fill, etc. Fire Sprinklers, grease trap, hoods, signs, fences, sidewalks, site lighting, irrigation, low voltage work related to fire systems. SEPARATE PERMITS AND FEES REQUIRED FOR ALL OF THESE ITEMS

30% of permit fees due with this application. Balance of fees (building, impact, etc.) due at time of permit issuance. All subcontractor permits shall be issued prior to commencing work.

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

- a. Survey, signed/sealed with lot square footage, proposed finished floor elevation and base flood elevation established by FEMA _____
- b. Site plan with sidewalks, paving, drainage, parking, etc. _____
- c. Elevation certificate signed/sealed, *if applicable* _____
- d. Lot drainage plan/survey with direction of flow arrows indicating proposed drainage _____
- e. Tree removal permit (apply through Planning-Zoning) _____

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

- a. Signed & Sealed with names/address of Architect and Engineers _____
- b. Plans must state design parameters compliance with current FBC _____
- c. Signed/sealed Architectural, Structural, Mech, Elec, Plumb, etc. drawings _____
- d. Building floor plan with location of units and address numbering of bays _____
- e. Truss manufacturer layout approved by designer of record _____

3. **Supporting Documents** [<Supporting Docs>](#)

- a. FL Energy Efficiency Code Form signed/sealed _____
- b. Palm Beach County Fire Rescue application and fee _____
- c. Available Fault Current Form from FPL _____
- d. Signed/sealed Soil Analysis Report _____

4. **Approval Stamps & Letters where applicable** [<Supporting Docs>](#)

- a. Loxahatchee River District Environmental Control (ENCON): Sanitary Sewer _____
- b. Well or Septic Tank Systems: 561-837-5900 _____
- c. Bars/Lounges (not preparing food): PBC Health Dept.: 561-840-4500 _____
- d. Food Services: DBPR Division of Hotels and Restaurants: 850-487-1395 _____
- e. Food Outlets: DBPR -850-488-2221 Preoperational inspection required _____
- f. Jupiter Utilities Department: 561-746-5134 _____
- g. Pollutant Material: Affidavit of Notification for Wellfield Protection – Department of Environmental Resource Management: 561-233-2400 _____
- h. Site Preparation: South Florida Water Management District 561-686-8800 _____

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5. Product Approval <NOA>

a. Provide Product Approvals as required

- State of Florida Product Approval with installation instructions engineered plan
Be sure to mark the **EXACT** product number _____
- Miami-Dade Notice of Acceptance (NOA) with installation instructions. _____
- 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.

For Certificate of Occupancy, at time of completion, you must have:

- **Finished Floor Elevation on a signed/sealed final tie-in survey**
- **FEMA Elevation Certificate signed/sealed by surveyor**
- **Structure completed according to approved plans, Florida Building Codes and Jupiter codes and ordinances**
- **Termite protection compliance certificate**
- **Jupiter Building policy prohibits Temporary Certificate of Occupancy**

