

# RESIDENTIAL ALTERATIONS/ADDITIONS (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 Alteration**  
**Commercial Addition (if adding square footage)**

**Permit shall be applied for by Florida licensed Building Contractor or General Contractor registered with the Town of Jupiter**

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

- a. Survey, signed/sealed with lot square footage, show location of addition with setbacks, proposed finished floor elevation and base flood elevation established by FEMA \_\_\_\_\_
- b. Site plan with all structures and appurtenances, etc., setbacks and turnout location. Can be deleted if all information is on survey \_\_\_\_\_
- c. Elevation certificate signed/sealed, [if applicable](#) \_\_\_\_\_
- d. Lot drainage plan/survey with direction of flow arrows indicating proposed drainage \_\_\_\_\_
- e. Floodplain Development permit – only required if within flood hazard area \_\_\_\_\_

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

- a. Signed & sealed with names/address of Architect and Engineers \_\_\_\_\_
- b. Plans must state design parameters compliance with current Building Codes, including Florida Building Code & ASCE \_\_\_\_\_
  - i. Occupancy/Use of rooms (Label Rooms) \_\_\_\_\_
  - ii. Existing/proposed area tabulations (cond/uncond space, porch, etc.) \_\_\_\_\_
  - iii. Dimensions, ceiling ht., window/door sizes, locations & bedroom egress \_\_\_\_\_
- c. Signed/Sealed Architectural, Structural, Mech, Elec, Plumb, etc. drawings \_\_\_\_\_
- d. Plans shall include: \_\_\_\_\_
  - i. Floor plan (**original and proposed**) with finished floor elevation \_\_\_\_\_
  - ii. Typical wall section and details – indicate rated walls, [where applicable](#) \_\_\_\_\_
  - iii. Window and door sizes and locations \_\_\_\_\_
  - iv. Room dimensions and designation \_\_\_\_\_
  - v. State if building has Fire Sprinkler System \_\_\_\_\_
  - vi. Provide information on location and Fire Rating of walls \_\_\_\_\_
  - vii. Elevation drawings with required design pressures for all openings \_\_\_\_\_
  - viii. Roof plan (Roofing is under separate permit) \_\_\_\_\_
  - ix. Electrical Plans, Riser Diagrams & Load Calculations, [if applicable](#) \_\_\_\_\_
  - x. Plumbing Plan & Riser Diagram, [if applicable](#) \_\_\_\_\_
  - xi. Mechanical Plan & specifications, [if applicable](#) \_\_\_\_\_

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- e. Manufacturer & Engineer signed/sealed truss layout due with application for plan review

**NOTE:** Truss engineering (cut sheets) to be on jobsite for inspection

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### 3. Supporting Documents <Supporting Docs>

- a. Owner/Builder Affidavit, *if applicable*
- b. Completed Asbestos Notification Statement form
- c. FL Energy Efficiency Code Form signed/sealed
- d. Signed/sealed Soil Analysis Report, *if applicable*
- e. Completed Drainage Certification form

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### 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

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### 5. Product Approval <NOA>

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

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**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.**

### **IMPORTANT NOTICE**

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY**

**PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED**

**TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**



## **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: \_\_\_\_\_



**Drainage Certification Form**  
**Town of Jupiter Building Department**

Permit # \_\_\_\_\_

(Print Name) I, \_\_\_\_\_ intending to be legally bound, hereby certify the lot drainage will be installed in accordance with the approved site drainage plans and details.

At said property \_\_\_\_\_ Date: \_\_\_\_\_

Signature, Permit Qualifier: \_\_\_\_\_

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

**State of Florida**  
**Palm Beach County**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Year).

by \_\_\_\_\_ who  
(Name of Person Acknowledging)

Personally Known \_\_\_\_\_ Or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name of Notary Public)

**210 Military Trail**  
**Jupiter, Florida**  
**(561) 741-2286 Telephone**  
**(561) 741-0911 Fax**