

SALES OFFICE IN SFD GARAGE

(For sales offices in modular buildings, see
Modular Building Checklist)

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: **Residential Alteration**

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. Show Accessible Parking on Parking Plan with accessible route to the accessible entrance. _____
- b. Show finished floor a min 1.5' above BFE _____
- c. Elevation certificate signed/sealed, [if applicable](#) _____

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

- a. Information about Air Conditioning and layout, if adding Air Conditioning:
 - Detail of Accessible Ramp from Garage to inside of the house and into garage _____
 - Provide Plans & Details of Accessible Bathroom or Portable Toilet _____
 - Typical Section of Garage Door Frame-in _____

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

- a. Energy forms if A/C is added other than a window unit _____
- b. Palm Beach County Fire Rescue application and fee _____

NOTE:

- **Temporary business registration required to conduct business**
- **Separate permits required for any awnings and/or signage**
- **Air conditioning subcontractor permit required if adding A/C**
- **Additional impact fees may be accessed due to additional conditioned space**

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**