

SINGLE FAMILY DWELLING or DUPLEX

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 New Single-Family Dwelling/Duplex**

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 all structures and appurtenances, etc., setbacks and turnout location (Can be deleted if all information is on survey) _____
- c. Elevation certificate signed/sealed _____
- 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 Architectural, Structural, Mech, Elec, Plumb, etc. drawings with names/address of Architect and Engineers _____
- b. Plans must state design parameters compliance with current FBC _____
- c. Plans shall include but not limited to the following:
 - Floor plan _____
 - Typical wall section and details _____
 - Window and door sizes and locations _____
 - Room dimensions and designation _____
 - Elevation drawings with required design pressures for all openings _____
 - Roof plan (Roofing is under separate permit) _____
- d. Manufacturer and Engineer signed/sealed truss layout due with application for plan review. _____

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

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

- a. Owner/Builder Affidavit, *if applicable* _____
- b. FL Energy Efficiency Calculations signed/sealed _____
- c. Signed/Sealed Soil Analysis Report, *if applicable* _____
- d. 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) _____
 - Address: 2500 Jupiter Park Drive
 - Phone: 561-747-5700
- b. Septic system - Palm Beach County Health Department _____
 - Phone: 561-840-4500
- c. Jupiter Utilities Department (*If Applicable*): 561-746-5134 _____

5. Product Approval <NOA>

- a. Provide Product Approvals (one of the following)
 - State of Florida Product Approval with installation instructions engineered plans _____
 - 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 the Product Approval Installation Instructions including actual design pressures, anchor details, building height, span, fastener type, support structure construction, etc _____
 - Engineered plans **MUST** include Engineer's Required Site Specific Design Pressures _____

Required items:

- **Sub Permits for Electric, Mechanical, Plumbing, Roofing, are required before commencing that work.**
- **Do not include value of Fence, Generator, Gas, Irrigation, Outdoor Kitchen, Pool, Pool Deck, Retaining Wall, etc. as separate permit required with fee.**
- **Form board tie-in survey with finish floor elevation shall be submitted prior to placing concrete**
- **Garage door certification for windload and anchoring specs required for inspection**
- **Provide inspector with final 'as-built' drainage plan at 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**