

TEMPORARY CONSTRUCTION SITE / SALES OFFICES

Modular Buildings as Regulated by the Department of Community Affairs

Use by full time employees and/or accessible to the public

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**

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

- a. Site plan/survey showing proposed location, setbacks, parking, landscape and turnout _____

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

- a. Manufacturer's plans of the office structure with anchor locations and **Department of Community Affairs** approval stamps indicating design loads and occupancy use _____
- b. Engineered signed/sealed foundation and anchoring plan _____
- c. Provide Information concerning Accessibility requirements met through ramps, doors, bathrooms, etc. _____

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

- a. Letter of approval from property owner
- b. Signed/sealed soil analysis
- c. Current Florida Energy Efficiency Code Calculations
- d. Approval stamps from the following prior to submittal
- i. Sanitary Sewer - Loxahatchee River District Environmental Control (ENCON) _____
 - 1. Address: 2500 Jupiter Park Drive
 - 2. Phone: 561-747-5700
 - ii. Septic system - Palm Beach County Health Department _____
 - 1. Phone: 561-840-4500
 - iii. Jupiter Utilities Department ([If Applicable](#)): 561-746-5134 _____
 - iv. Department of Hotel and Restaurants, [if applicable](#) _____
- e. Palm Beach County Fire Rescue Application and fee _____

NOTE: Permit fee is for foundation construction/tie down construction. Subcontractors (i.e. Electrical, Plumbing, Mechanical) will pay a separate fee and the value of those trades shall not be included in the value of the building permit

NOTE: HOMEOWNER ASSOCIATION MAY REQUIRE APPROVAL/REVIEW IF PROPERTY IS LOCATED IN A DEED RESTRICTED COMMUNITY

