

# Town of Highland Beach

## Permit application general check list

- Contractor / Applicant must be registered with the Town.
- Completed Permit Application including address of work site, owners full name and mailing address, property control number, applicant information including telephone numbers, etc.
- Copy of Contract between the Applicant and Owner signed by both the Owner and the Applicant.
- Completed Permit Applications for all Sub-Contractors employed by Applicant
- Subs that do not need permits, such as, but not limited to framers, drywall hangers and finishers, plasterers, painters, brick and block layers, window and door installers, etc. that are not payroll employees of the permit holder must be registered with the Town as Contractors in their particular trade.
- Copy of Filed Notice of Commencement.
- Two (2) complete sets of plans.
- Two (2) unit layout plans (floor plan) showing areas of work for in lieu of plans for apartment renovations.
- Two (2) copies of layout showing windows and/or shutters to be installed if applicable.
- Two (2) copies of cabinet layout for kitchen renovation / cabinet replacement, Apartment floor plan not required if kitchen is only area within unit being renovated.
- Two (2) Complete sets of Product Approvals if applicable. (Windows, Doors, Roofing, etc.)
- Information showing design wind pressure expected at location(s) on structure where windows, doors and/or shutters are to be installed.
- Approval from Condominium or Homeowner Association if work is to take place on common property or limited common property.
- Two (2) copies of survey completed within last year for additions, fences, screen enclosures that change the footprint of structures on the site.
- All workers on jobsite must be employees of a licensed company and covered with workers' compensation insurance OR Offices of a licensed company with their own individual workers' compensation exemption.

Application will not be accepted if any of the above items are missing.

The Building Department reserves the right to request additional information as needed to verify that the proposed work is code compliant.