



Town of Highland Beach

Online Permit Application General Check List

***All new submittals & revisions MUST be submitted online using the link <https://town-highlandbeach-fl.smartgovcommunity.com/ApplicationPublic/ApplicationHome> to the Building Department Online Portal. All uploads MUST be in PDF format.**

___ Contractor/Applicant **MUST** be registered with the Town. Please email Contractor Registration to: permits@highlandbeach.us
<https://highlandbeach.us/wp-content/uploads/2020/02/Contractor-Registration1.pdf>

___ Completed Universal Permit Application (Page 1 & 2 of the application) including: Sections 1-8 & 11
<https://highlandbeach.us/wp-content/uploads/2020/03/Building-Permit-Application.pdf>

___ Copy of Contract between the Applicant & the Owner signed by BOTH parties including:

- Contractors contact information: Company name, Address, Phone number & License number.
- Scope of Work
- Labor & Material Breakdown
- Total Job Value

___ All trades **MUST** have their own permits. Sub permits **MUST** be applied for separately as a child permit under the parent permit & must include:

- Sub Universal Permit Application
- Construction Site Management Handbook Acknowledgement Form (signed by **JUST** the sub-contractor. It does not have to be signed by the owner.)
- Plans

___ Subs that do not need permits, such as, but not limited to, framers, drywall hangers & finishers, plasterers, painters, brick and block layers, window & door installers, etc. that are not payroll employees of the permit holder **must** be registered with the Town as contractors in their trade.

___ Signed copy of the Construction Site Management Handbook Acknowledgement Form including witness signatures.
<https://highlandbeach.us/wp-content/uploads/2021/08/construction-mgmt-handbook-CLEAN-02-13-2021-1.pdf>

___ Asbestos & Lead Paint Notification Statement filled out.
<https://highlandbeach.us/wp-content/uploads/2020/02/Asbestos-Form1.pdf>

___ Copy of Filed & Recorded Notice of Commencement.
<https://highlandbeach.us/wp-content/uploads/2020/02/Notice-of-Commencement1.pdf>

___ A complete set of plans in PDF format, scaled & dimensioned, Architectural drawings must be original PDFs that are electronically signed & sealed. Construction documents shall be of sufficient clarity to indicate location, nature & extent of work proposed & show in detail that it will comply with the provisions of the building codes, as determined by the Building Official. The plans will identify job address & owner on every page. **Please include soffit framing & wall section details on the plans when applicable.**

___ A layout showing windows &/or shutters to be installed if applicable. Show egress/emergency escape if applicable. Windows & doors must have a schedule with NOAs.

___ A cabinet layout, including elevation details for kitchen renovation/cabinet replacement.

___ 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 &/or shutters are to be installed. (Current ASCE)

___ A survey completed within last year for additions, pools, fences, walls, generators, new mechanical equipment, or screen enclosures that change the footprint of structures on the site, electronically signed & sealed.

***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.