



# TOWN OF JUNO BEACH

340 Ocean Drive  
Juno Beach, FL 33408  
Phone: (561) 656-0302 Fax: (561) 775-0812

## OFFICE USE ONLY:

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Tracking #: \_\_\_\_\_

### Application for Building Permit & Certificate of Occupancy

Job Address: _____	Contracting Co.: _____
Property Control #: _____	Qualifier: _____
_____	State / PBC License No.: _____
Legal Description: _____	Address: _____
Owner: _____	City: _____ State: _____ Zip: _____
Owner's Address: _____	Phone No.: (____) _____
City: _____ State: _____ Zip: _____	Fax No.: (____) _____
Phone: (____) _____	Email address: _____

Work Description: \_\_\_\_\_

\_\_\_\_\_

Square/linear Ft.: \_\_\_\_\_ Estimated Job Cost: \_\_\_\_\_

Circle ONE Permit Type: BUILDING    ELECTRICAL    PLUMBING    MECHANICAL    ROOFING

Circle ONE Occupancy Type:            COMMERCIAL                            RESIDENTIAL

**WARNING TO OWNER:** YOU MUST RECORD A **NOTICE OF COMMENCEMENT** AND YOUR FAILURE TO DO SO MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING THIS NOTICE.

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate, and that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

\_\_\_\_\_  
Signature of Property Owner

Print Name: \_\_\_\_\_

ADMINISTERED OATH  
SWORN TO & SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known: \_\_\_\_\_ OR I.D.: \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualifier

Print Name: \_\_\_\_\_

ADMINISTERED OATH  
SWORN TO & SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known: \_\_\_\_\_ OR I.D.: \_\_\_\_\_



# Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408  
Phone: (561) 626-1122 Fax: (561) 775-0812

## EXEMPTION LETTER

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Number: \_\_\_\_\_

TO: Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408  
Attn: Building Official

Sir:

This letter will confirm that we shall not employ any workers on the following listed project other than myself and properly licensed and insured subcontractors.

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

Juno Beach, FL 33408

\_\_\_\_\_  
Signature

ADMINISTERED OATH  
SWORN TO & SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_.

\_\_\_\_\_  
Notary

Personally known \_\_\_\_\_  
Produced I.D. \_\_\_\_\_



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## CHECK LIST FOR BUILDING APPLICATIONS

Listed below are the requirements for permit applications. If any of the required items are not with the application, the permit request will not be accepted for processing. \*All items may not be applicable. Please consult with the Building Department for all requirements (561-656-0302).

### CONTRACTOR AND SUB-CONTRACTORS MUST BE REGISTERED WITH JUNO BEACH

#### \*\*Registering details are on the third page

- Contractors must bring a copy of their workers comp. insurance OR exemption with each application.
- Contractors must bring a copy of their Liability Insurance with each application.
- Certificate holders for both insurances must be made out to the Town of Juno Beach.
- If anyone other than the qualifier comes to pick up or drop of an application for a permit or a permit, must have a signed and notarized letter from the qualifier authorizing them to do so.
- All owners wishing to apply for owner-builder permits MUST apply in person.
- Any owner representatives must have a signed and notarized authorization letter allowing them to pick up permits.
- All permit applications with licensed contractors must have a copy of the contract attached to the permit application at the time of submittal.**
- Applications must be completely filled out with the legal signature signed and notarized.
- If property was bought within six months of submittal a copy of the Warranty Deed may be required to verify ownership.**
- Two sets of surveys, plans and product approvals**
  - \*\*Three sets of surveys/plans required for Engineer review**
- No plans may be submitted larger than 24" x 36".
- All drawings/documents must be bound and/or stapled.
- Notice of Commencement must be recorded and certified if the job is over \$2,500.00, with the exception of Mechanical Air Conditioning permits where it is required if the job cost is over \$5,000.00. Applications for food preparation must be approved by the Health Department.
- Applications for single family homes with wells and septic tanks shall have the Health Department's **stamp on the plan.**
- Product approvals from an approved testing agency must be attached.
- Additions must have the existing sq. footage reflected as well as the sq. footage being added.
- Current year energy calculations (insulation \*additions \*new construction)

- Electrical riser and electric calculations
- Plumbing riser
- Air conditioning layout – **property survey showing setback location required**
- Legal survey with flood zone rating
- Roof truss layout
- Re-roofs need site plan or drawing of roof and size (**\*repairs to roof 25% of job need permits - \*repairs to more than 25% need to replace whole roof**)
- If your property is located within a community that has an HOA/POA, have you received their sign-off? (Yes or No) \_\_\_\_\_ If yes, please provide a copy of the sign-off. Which HOA/POA has jurisdiction?

**Notes:**

- Prior to tie beam inspection for CBS construction or framing inspection for wood frame construction, a tie-in survey with the post pour finished floor elevation must be submitted using the FEMA elevation certificate form 81-31-July 00 (this also includes additions, modifications, major alterations, et al).
- A truss engineering inspection by a registered architect or certified engineer must be submitted prior to framing inspection.
- NPDES permit, if required (required when subject property has an area one acre or greater). For projects/sites requiring such permit, the applicant must also include a binding letter from the developer/applicant which will provide that the storm drain system shall be monitored and maintained (and produce a corresponding report) on an annual basis according to the standards identified in the NPDES permit.
- Landscape plan including the following:
  1. Location and number of all proposed landscaping and location of landscape buffers;
  2. A separate list of both the species and common name of the proposed landscaping;
  3. Native and non-Native plant designation and percentage of native plant material utilized for each type of plant including trees, shrubs, and groundcover;
  4. Size, as appropriate, of all proposed landscaping;
  5. Total square feet of landscaping and pervious surface;
  6. Percentage of landscaping and pervious surface of the total site area;
  7. Statement that all landscape areas will be provided with permanent, automatic irrigation where needed; and
  8. Calculations for provision of landscaping for vehicular parking and circulation areas
- Engineering plans including water and sewer, drainage, paving, and grading. High and low points must be shown on drainage, paving and grading plans. Cross sections are required at all perimeter conditions. Coordination with the Landscape Plan is required.
- Survey; signed and sealed by a Professional Land Surveyor registered in the State of Florida.
- If **new construction** is located in a **special flood hazard area**, an elevation certificate is required from a licensed surveyor.
- Install temporary soil erosion and sedimentation control measures before or upon commencement of dredge, fill and excavation activity and maintain the measures on a daily basis.



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## CONTRACTOR CHECKLIST

### State Certified Contractor:

- 1) **State Certification** – Must be issued by the State of Florida.
- 2) **County Occupational license** – From any County in the State of Florida.
- 3) **Liability Insurance** – Must be an original Certificate. Certificate holder must be made out to the Town of Juno Beach with the correct address. Written cancellation notices must be for 10 or more days.
- 4) **Workers Comp. Insurance** - Must be an original Certificate. Certificate holder must be made out to the Town of Juno Beach with the correct address. Written cancellation notices must be for 10 or more days.

**OR**

- 5) **Workers Comp. Exemption** – Must be for Qualifier. If there are any other employees, an exemption must be provided for each one. If additional exemptions cannot be provided for those who HAVE employees, then workers comp. insurance will be mandatory.
- 6) **Copy of Qualifier's picture I.D.**

### State Registered & County Contractors

- 1) **\*\*State Registration** – Must be issued by the State of Florida. Not all Contractors that hold a Certificate of Competency are required to be Registered with the State.
- 2) **Certificate of Competency** – Must be from Palm Beach County.
- 3) **County Occupational license** – From any County in the State of Florida.
- 4) **Liability Insurance** – Must be an original Certificate. Certificate holder must be made out to the Town of Juno Beach with the correct address. Written cancellation notices must be for 10 or more days.
- 5) **Workers Comp. Insurance** - Must be an original Certificate. Certificate holder must be made out to the Town of Juno Beach with correct the address. Written cancellation notices must be for 10 or more days.

**OR**

- 6) **Workers Comp. Exemption** – Must be for Qualifier. If there are any other employees an exemption must be provided for each one. If additional exemptions cannot be provided for those who HAVE employees, then workers comp. insurance will be mandatory.
- 7) **Copy of Qualifier's picture I.D.**

**\*\*If applicable to Contractor.**