

Town of Highland Beach

Online Permit Application General Check List

All uploads MUST be in PDF

- Contractor/Applicant must be registered with the Town.
- Completed Universal Permit Application including address of work site, owner's 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 and Recorded Notice of Commencement.
- A complete set of plans in PDF, scaled & dimensioned. Architectural drawings must be original PDFs that are electronically sealed. Construction documents shall be of sufficient clarity to indicate location, nature and extent of work proposed and 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 and owner on every page. **Please include soffit framing and wall section details on plans when applicable.**
- A layout showing windows and/or shutters to be installed if applicable. Show egress/emergency escape if applicable. Windows and doors must have a schedule with NOA's.
- 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 and/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.
- Signed copy of the Construction Site Handbook Acknowledgement form.
- Asbestos notification statement forms filled out and submitted with permit.

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.