

TOWN OF PALM BEACH CONDO RENOVATION PLAN REVIEW REQUIREMENTS

If you are submitting a permit for the renovation of a condo unit located in the Town, the following items must be submitted in order to process your permit. Any items not included in your submission will result in your permit application being returned for inclusion of the missing items.

GENERAL REQUIREMENTS

- 1) You **MUST** be a CBC or CGC (or have equivalent County Certification) to perform work in condo units. If you are a CRC you **CANNOT** do this work.
- 2) If you are changing out windows and doors, a Condo Association approval letter is required to be submitted with your application (this letter serves as ARCOM approval)
- 3) If the condo you are doing work in is on the Town's Condo Permit request list, a letter from the Condo Association is required.
- 4) If your work includes changing out windows and/or doors, opening design pressures, signed and sealed by a design professional **MUST** be supplied with design criteria for 170 mph Exposure "D" per FBC 2014 or ASCE 7-10, and the required Florida Product Approvals or Miami Dade NOA's must be submitted

DRAWINGS REQUIRED:

NOTE: All submitted drawings must be legible and clearly indicate the scope of the work being done.

- 1) Drawings must include an "Existing" and a "Proposed" floor plan. These plans must clearly indicate the scope of the work to be performed. They **MUST** be signed/sealed by a design professional IF work on any Fire Rated Assemblies is involved in the renovation.
- 2) Framing details for new walls/ceiling assemblies and sections must be shown. **NOTE: NON-COMBUSTABLE MATERIALS MUST BE USED EXCEPT AS ALLOWED BY CODE.**
- 3) **ELECTRICAL** – **ALL** electric in the areas of renovation must be brought up to **CURRENT** Code. This includes kitchen countertop receptacles, bathroom receptacles, smoke alarms etc. These electrical upgrades **MUST** be shown on the submitted plans. The location of the existing electrical panel and service size **MUST** be shown on the submitted drawings. If you are adding electrical loads (appliances, lighting water heaters, steam units etc., a riser diagram, panel schedule, and load calculation **ARE REQUIRED**.
- 4) **PLUMBING** – If plumbing fixtures are being added, deleted or moved, a plumbing isometric indicating drain/pipe sizes **IS REQUIRED**. A repair detail is required for any work that requires penetration of a rated floor/ceiling assembly.
- 5) **MECHANICAL** – If the renovation includes A/C work, duct drawings will be required for any ductwork and/or alteration/extension of an existing system. You must include complete air handler and condensing unit installation details. For equipment replacement, specifications and ARI information is required.

NOTE: IF YOUR WORK INVOLVES COMBINING TWO UNITS INTO ONE YOU MUST PROVIDE A COPY OF AN EXECUTED AND RECORDED "UNITY OF TITLE" FOR THE UNITS BEING COMBINED.

IF ANY OF THE ABOVE ITEMS ARE MISSING YOUR PLANS WILL BE RETURNED AND THE MISSING ITEMS MUST BE SUPPLIED.

Per BB 04252016