

TOWN OF PALM BEACH
CONDO PLAN REVIEW CHECKLIST

This checklist is a guideline to minimum submittal requirements for review of proposed construction and permit application. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards.

General

* Approval letter from the Condominium or Building Manager.

Required for all window/door replacements, when penetrating the existing floor to accommodate plumbing pipes, installation of new washer and dryer inside the unit, installation of new Tankless Water heaters, installation of new EV chargers, and when the building is on the Town's permit request list.

* Unity of title.

For any work involving the combination of condo units, properly executed and recorded must be included with the application package.

* Working in the right-of-way.

Any manpower, equipment, materials, deliveries or construction parking within the Public Right of Way (ROW) will require a separate Public Works ROW Permit. Except for emergency work, work is prohibited on the road rights-of-way from December 1st through April 30th unless operations will not negatively affect area residents and businesses, and is of short duration, and will not block major roadways of the Town.

Drawings

* Structural/building:

- Existing and proposed floor plan clearly indicating the scope of work being done and the location of all existing plumbing fixtures including the location of the electrical panel.

- Framing detail for new walls, ceilings, infills, soffits. (noncombustible materials must be used unless allowed by the FBC).

- Window/door's Product Approval (Miami Date NOA or Florida). Check expiration date, current Code version and rated design pressures.

- Existing opening's design pressure (site-specific). Design criteria Vult=170 mph, Exposure Category D in compliance with the current Code and ASCE. Must be digitally signed by a Florida licensed professional for electronically submittals or originally signed and sealed for paper submitted plans.

Please note the digital signature needs to show as verified by an authorized third party, per FAC Rule 61G15-23.004.

- Work being done on fire-rated walls or horizontal assemblies (concrete floor or ceiling) require the plans to be signed by a Florida licensed professional.

* Mechanical:

- Plans showing proposed ductwork changes if applicable, new equipment specifications and locations.

* Electrical:

- The electric in areas of renovation must meet current codes with regards to outlets, lighting and smoke alarms, show location of existing electrical plan and proposed plans. Provide panel directory for all circuits involved in scope of work with breaker and wire sizes. For additional loads (lighting, etc.) a riser diagram, load calculation and panel schedule are required.

* Plumbing:

- Moving or adding plumbing fixtures requires a plumbing isometric indicating the pipe/drain sizes.

- The location, size, and type (soil, vent or waste) of existing sanitary stacks must be indicated on plans.

- If penetrating the concrete slab requires approval from the building and structural detail signed by a Florida licensed professional (see general and drawing's requirement).

* Fire Systems:

- Any work being done on fire/life safety systems in the unit will require drawings and approval from the Town Fire Marshall.

- Any existing Building that required to have fire sprinklers shall have installed heat detectors when renovating the condo units in compliance with the option 2 of the Florida Fire Prevention Code.