

Town of Haverhill Building Permit Application Checklist – New Structure(s) & Remodels

(2 copies of all documents with exception of Town Building Application and Owner Builder Statement if applicable)

The following information must be submitted when applying for a building permit:

- Land Development Permit or Site Plan Approval by Town Council, if applicable
- Building Permit Application – include all structures to be built including main structure, pool, deck, patio, driveway, walkways, septic & drain field, fences, walls, landscaping, etc.
- Land/Lot Clearing/Tree Removal Application (if applicable) – If trees are proposed to be removed, state the reason the trees are being removed.

Submit a list of the trees to be removed and include the estimated base, diameter, and height of each tree to be removed.

On the survey, show which trees are proposed to be removed.

On the survey, show any easement areas. Show any landscaping removal in easement areas (need permission by all easement holders see town code section 58-411(m) and removal agreement with the town).

If fill is proposed, need to specify type of fill on application, and submit a grading plan to be reviewed by the Town Engineer who will ensure Chapter 50 Stormwater Management Code is being adhered to.

Submit letter certifying that all exotic/invasive vegetation will be removed in accordance with Town Code (58-419 & 420).

- Owner/Builder Affidavit (if applicable)
- Complete list of contractors including all sub-contractors
- Contractor Registration Forms for all contractors including subcontractors.
- For all Contractor's working on the job including subs, need general liability insurance and workers' compensation insurance, along with State Certified License from the Department of Business and Professional Regulation and Palm Beach County Business Tax Receipt
- Scope of work and square footage valuation of project, or project contract with owner's signature
- Recorded copy of Notice of Commencement (if applicable)

- PBC Property Appraiser's Property Detail Record
- Elevation Certificate
- Homeowner's Association or Condo Association Approval (if applicable)
- Health Department Approval – if digging in the ground for projects such as a new structure/addition/remodel, pools, driveways and walkways, septic, drain field, fences, trees, pavers, decks, etc.
- Utility easement consent forms from all utilities if any structure (such as a fence) is proposed to be built in any utility easement.
- Palm Beach County Utilities approval for potable water and/or sewer
- Any other outside agency approval as required (ex: PBC Fire plan review)
- NPDES MS4 Permit from the Department of Environmental Protection for any construction project of 1 acre or more. Visit website for more information: https://floridadep.gov/sites/default/files/Construction_Generic_Permit_0.pdf
- Building Plans Signed & Sealed, including:
 1. Architectural Plan sets – site plan, floor plans, elevations, sections & details, material schedules.
 2. Structural Plan Sets/Engineering – Connections and anchorage, beams, columns & slabs, floor, ceiling and wall components, structural calculations.
 3. Mechanical plan sets – heating, cooling, kitchen equipment, smoke control/evacuation systems, duct layouts, energy use calculations.
 4. Electrical plan sets – lights, switches, outlets, transformers, switch gears, electrical calculations.
 5. Plumbing plan sets – water, waste, grease, gas, fire sprinkler and greywater systems, riser diagrams, plumbing floor plans, hydraulic calculations.
 6. Civil plan sets for new construction or lot modifications – grading, landscaping, irrigation, water retention, drainage, utilities, erosion control.
- Current Survey
- Per Florida Administrative Code 61G20-3.001, product approvals & specifications for exterior doors, windows, panel walls, roofing products, shutters, skylights, structural components, and system for impact protection.
- Receipt showing Palm Beach County Impact Fees have been paid.
- For commercial structures (including HOA common buildings), fire department approval is required.

- Payment to the Town of Haverhill – cash or check only

Please note that other forms, plans or approvals may be required depending on type of project.

The following must be used during construction:

- Construction fence (may need a separate permit).
- Silt fence.
- Dumpster onsite for construction debris - must be covered/closed when not in use.
- Any other requirements as determined by the Building Official.

Notes for Town Staff:

Town Planner must review application package for zoning compliance and landscaping review prior to submitting package to Building Official for approval.

Town Engineer reviews civil plan sets for Stormwater/drainage compliance prior to submitting package to Building Official for approval.