City of West Palm Beach

Engineering Services Department
401 Clematis Street
Fourth Floor
West Palm Beach, Florida 33401
561-822-1200 Office
561-494-1116 Fax
www.wpb.org/engineering

ENGINEERING SERVICES DEPARTMENT
STANDARD APPLICATION FOR DEVELOPMENT PERMIT

PROJECT NAME: _____

APPLICANT NAME: _____

To submit an application to the City of West Palm Beach Engineering Services Department for development permitting you must:

1. **Complete this application package**
   An application must include all applicable information regarding both private and public development elements. All applicable inquires and information must be provided. Do not leave an item unanswered.
2. **Affix your signature and seal**
   Affix your signature and seal to both the completed application and infrastructure report. If any information requested is not applicable, please identify as such. Please print legibly in ink or type. This document is available in interactive format by visiting the Engineering Services Department web page at www.wpb.org/engineering.
3. **Submit site plan approval**
   Submit one (1) complete set of final site plan approval drawings. (CWPB Planning Department stamped)
4. **Submit complete set of plans**
   Submit six (6) complete sets of plans, signed and sealed by a Professional Engineer, registered in the State of Florida.
5. **Submit supporting documentation**
   Submit all supporting documentation, such as shop drawings, non-standard material approvals, regulatory permit approvals, development agreements, legal agreements impacting the project, etc. Failure to provide such documentation may result in a delay in the processing of the permit application.
6. **Submit a complete Certified Construction Cost Estimate**
   Submit a complete Certified Construction Cost Estimate (CCCE) utilizing the approved estimate format available on the Engineering Services web page at www.wpb.org/engineering. Alternate formats will not be accepted. Quantities will be compared between the CCCE and design drawings. Discrepancies may result in a delay in the processing of the CCCE and/or the permit application.

Upon receipt of this information, the City of West Palm Beach Engineering Services Department will review the submitted application package to determine acceptability. If the application package is deficient, a written response will be provided within ten (10) business days of receipt. If the application package is accepted, Engineering Services Department will calculate the application fee amount and a written invoice for services will be provided within ten (10) business days of receipt.

All submitted application packages will be held without review or comment until the application package has been accepted and the appropriate fees collected.

Following acceptance of the application package and receipt of the appropriate fees, the project will be issued a permit number within ten (10) business days. Upon issuance of the permit number, a written response will be provided detailing the permit number and contact information for the assigned Engineering Services Department staff.

APPLICANT CHECKLIST

___ Completed Application Package
___ Affixed Signature and Seal
___ Site Plan Approved Drawings
___ Six (6) Sets of Plans
___ Supporting Documentation
___ Completed Certified Construction Cost Estimate

Internal Processing Information (CWPB ESD Office Use Only)

Date Application Received: _____ Application Received By: _____