



## DEMOLITION PERMITTING CHECKLIST

**\*Demolition of the structure only. Land clearing and landscape removal require separate permits.  
(FBC 8<sup>th</sup> Edition 2023)**

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked "not applicable."

- Town of Manalapan Notice of Demolition and Asbestos Notification Statement (Building)
- (If Applicable) Gas Disconnect Letter (Plumbing) *Contact your gas utility company via email and request a letter stating there is no existing gas service at the property. You must provide your name, address of property, phone number, and reason for the letter (applying for a total demolition permit)*
- Water Service Disconnect – The water supply needs to be cut off from the rear of the current back flow assembly. If the existing back flow assembly is being used, it must have a valid and up to date certification. If there isn't a back flow assembly in place, one needs to be installed that corresponds to the size of the water meter and must be inspected by the Utilities Department. (Utilities)
- (If Applicable) Sewer Disconnect – The portion of the sewer lateral on the Town's side needs to be severed and sealed on the right of way. It should be elevated by 2 feet and painted green. Must be inspected by the Utilities Department. (Utilities)
- FPL Disconnect Letter (Electrical)
- Copy of EPA License and/or letter from licensed contractor recovering refrigerant from A/C units (Mechanical)
- Notice of Commencement is required to be on-site if demolition cost \$5,000.00 or more.
- If any staging and/or demolition is in the Town's Right of Way, a Maintenance of Traffic permit from FDOT is required when submitting the demolition permit. (Engineering/Building)
- Hold Harmless Agreement for Demolition (for partial **and** complete demo) (Building)

I have reviewed and filled out this checklist and all applicable items in my application package.

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Permit Applicant

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Permit Tech

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Permit Number

# UNIVERSAL COUNTY-WIDE/MUNICIPAL BUILDING PERMIT APPLICATION FORM

January 2024 Edition

Approved for use throughout Palm Beach County and Municipalities

FOR OFFICE USE ONLY

FBC Version: \_\_\_\_\_ Permit Type: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Application Date: \_\_\_\_\_

Application #: \_\_\_\_\_

**1**  
**KIND of PERMIT (CHECK ONE):**  
 PRIMARY PERMIT  
 SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a Primary Permit, complete boxes 1, 3, 4, 5, 6, & 8 only to apply. If not covered under a Primary Permit, complete the entire application to apply.  
**PRIVATE PROVIDER:**  PLAN REVIEW  INSPECTIONS

**2**  
**PROPERTY OWNER:** \_\_\_\_\_  
**TENANT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**3**  
**TRADE (CHECK ONE):**  
 STRUCTURAL  ROOFING  ELECTRICAL  
 MECHANICAL  PLUMBING  FIRE  GAS  
 OTHER: \_\_\_\_\_  
**PRIMARY PERMIT #:** \_\_\_\_\_

**4**  
**PROJECT NAME:** \_\_\_\_\_  
**PCN:** \_\_\_\_\_  
**LEGAL DESCRIPTION:** \_\_\_\_\_  
**PROJECT ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_

**5**  
**FURTHER WORK DESCRIPTION:** \_\_\_\_\_  
Type of Work:  New  Addition  Alteration  Repair  Demo  Temporary  Other  
VALUE: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_ NET S.F (for SFD's): \_\_\_\_\_  
(SEE FEE SCHEDULE) (AS APPLIES) (AS APPLIES)

**6**  
 **OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)**  
 **CONTRACTOR (CERT. HOLDER):** \_\_\_\_\_ License #: \_\_\_\_\_  
DBA (COMPANY NAME): \_\_\_\_\_ Contact Person: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ STE: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**7**  
\_\_\_\_\_  
(Signature of Owner or Agent) (including contractor)  
**Print Name:** \_\_\_\_\_  
NOTARY REQUIRED IF \$ 5,000 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_  
(Name of person making statement)  
\_\_\_\_\_  
(Signature of Notary Public - State of Florida)  
\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)  
Physical Presence \_\_\_\_\_ OR Online Notarization \_\_\_\_\_  
Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**8**  
\_\_\_\_\_  
(Signature of Contractor)  
**Print Name:** \_\_\_\_\_  
NOTARY REQUIRED IF \$ 5,000 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_  
(Name of person making statement)  
\_\_\_\_\_  
(Signature of Notary Public - State of Florida)  
\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)  
Physical Presence \_\_\_\_\_ OR Online Notarization \_\_\_\_\_  
Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$5,000 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$15,000). PLEASE ADDRESS ALL ITEMS.

<sup>9</sup>  
**Fee Simple Titleholder's Name** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**Fee Simple Titleholder's Address** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Same as Owner

<sup>10</sup>  
**Bonding Company:** \_\_\_\_\_  
\_\_\_\_\_  
**Bonding Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>11</sup>  
**Architect/Engineer's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Architect/Engineer's Name Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>12</sup>  
**Mortgage Lender's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Mortgage Lender's Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

**NOTICE TO CONTRACTOR:** FOR A DIRECT CONTRACT GREATER THAN \$5,000 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$15,000), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

**OFFICE USE ONLY BELOW THIS LINE**

<sup>13</sup>  
**CODE EDITION/NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>14</sup>  
**USE (CHECK ONE):**  
 1 & 2 FAMILY     TOWNHOUSE     CONDOMINIUM  
 MULTI-FAMILY     COMMERCIAL     INDUSTRIAL  
 AGRICULTURAL - BLDG CODE EXEMPT     OTHER: \_\_\_\_\_  
\_\_\_\_\_  
 USE CHANGE: \_\_\_\_\_  
\_\_\_\_\_



# TOWN OF MANALAPAN

600 South Ocean Boulevard, Manalapan, FL 33462  
(561) 585-9477

## CONSTRUCTION SITE MAINTENANCE

(refer to Construction Site Standards Sec. 152.110 of Town of Manalapan Code)

Construction Site Address; \_\_\_\_\_

Permit Number; \_\_\_\_\_

- No vehicles may be parked on the swale (public right-of-way)
- Any permission granted for off-site parking within the Town of Manalapan shall be provided in writing by the property owner and a copy received by Town Officials prior to parking off-site
- Contractor shall install a minimum six foot (6'-0") high temporary, fabric-lined chain link fence for the project per Town code Sec. 152.110. Please note: this fence may be required to be on all sides of the property
- Dumpsters must be covered and emptied when full and placed inside the fenced site
- Port-a-potties must be placed inside the fenced site and cannot be visible from the street
- No dirt piles shall be greater than six feet (6'-0") in height above the crown of the road
- All construction sites must be watered down daily or with more frequency as required OR covered in order to prevent dust and debris from escaping to adjacent properties
- Whenever possible/feasible, the Contractor shall notify adjacent property owners 24 hours in advance of any activity which is anticipated to create unusually loud noise, prolonged disturbance, or unusual occurrence (i.e... Demolition)
- Contractor shall contact Town Utilities at 561-586-3699 prior to starting work. Any damage including tampering, to water meter boxes, water meter box lids, and Town owned water lines shall be the responsibility of the Contractor.
- Meters should be visibly marked and kept clear of vehicles, building materials or dirt piles in order to facilitate meter readings and/or emergency shut offs

Contractor Signature; \_\_\_\_\_ Date \_\_\_\_\_



## Demolition Application CHECKLIST (FBC 8<sup>th</sup> Edition 2023) Cont.

### TREE PROTECTION

- For existing trees on site, indicate the location of trees/palms on the survey and provide a corresponding list of tree number, botanical name, common name, overall height, trunk DBH for trees, clear trunk for palms, condition %, and indicate that all existing trees/palms are to be protected and will remain on site.
- Provide tree protection barricade details for existing trees on site to remain. This barricade must be installed prior to the beginning of the proposed work.
- For trees that must be removed to access demo areas, provide a separate sub-permit application for tree removal, unless a permit for site redevelopment is submitted.
- If no trees exist on site, provide a letter stating such.

### IF DEMOLITION IS COMMERCIAL OR MULTIFAMILY

- Provide an Erosion and Sediment Control (ESC) plan which includes details on the following: silt fence around the perimeter of the site, rock construction entrance, vehicle wash down area, stormwater basin protection devices (onsite and 100 ft. from the property lines), suitable dewatering, pumping, sedimentation and filtering systems for dewatering foundations, type and size of the temporary construction fence, including locations of gates and gate swing radii and a listing of other Best Management Practices. (Engineering/Building)
- Provide a Staging and Storage Plan. The plan shall propose mitigation measures to minimize construction impacts to adjacent residential and business areas. The plan shall address items such as proposed fenced areas, material and equipment storage areas, crane locations, construction traffic, debris truck routing and times, noise control, dust control, glare/lighting control, potential impacts to underground utilities, construction & inspection personnel parking areas, and plans for maintaining traffic during the phases to be constructed. (Engineering/Building)

I have reviewed and filled out this checklist and all applicable items in my application package.

\_\_\_\_\_  
Permit Applicant

\_\_\_\_\_  
Permit Tech

\_\_\_\_\_  
Permit Number



**HOLD HARMLESS AGREEMENT FOR  
DEMOLITION WORK ACTIVITIES WITHIN THE TOWN'S JURISDICTION**

In association with the issuance of Building Permit # \_\_\_\_\_, the signatories below ("hereby referred to as Owner) individually agree to the following:

During the pendency of the Demolition Work Activities until completion, the Owner shall protect, defend, indemnify and hold harmless the Town, its officers, employees and agents from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses, including attorneys' fees and liabilities of every kind, nature or degree resulting from or arising out of actions associated with the actions associated with Building Permit being issued by Town. Without limiting the foregoing, any and all such claims, suits, causes of action relating to personal injury, death, damage to property, or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, is included in the indemnity. The Owner further agrees to investigate, handle, respond to, provide defense for, and defend any such claims at its sole expense and agrees to bear all other costs and expenses related thereto even if the claim is groundless, false or fraudulent and if called upon by the Town, Owner shall assume and defend not only itself but also the Town in connection with any claims, suits or causes of action, and any such defense shall be at no cost or expense whatsoever to Town, provided that the Town (exercisable by the Town's Risk Manager) shall retain the right to select counsel of its own choosing.

Property Address: \_\_\_\_\_

\_\_\_\_\_  
(Contracted Company Name)

\_\_\_\_\_  
(Printed Name of Qualifier for Contracted Company)

As a consideration for the permission granted herein, \_\_\_\_\_(Property Owner) agrees to indemnify and hold harmless the Town of Manalapan for any damages, claims or injuries that may result from the temporary traffic modification described herein.

\_\_\_\_\_  
(Property Owner's Signature)

By: \_\_\_\_\_  
(Qualifier for Contracted Company)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary Public State of Florida

County of \_\_\_\_\_



## Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, Florida 33462  
Phone: 561-585-9477 • Fax: 561-585-9498

### Asbestos & Lead Paint Notification Statement

#### Required for ALL Demolitions and /or Renovations

Per Florida Statute 469.003, it is the responsibility of the owner/operator/applicant to comply with this provision.

By signing below, I/we agree to notify the Palm Beach County Health Department of the intention to remove asbestos, when applicable, in accordance with State and Federal law.

I/we further acknowledge that lead paint is a dangerous material that may be present in buildings constructed prior to 1978. I/we agree to mitigate the presence of lead paint with properly trained firms and with proper notice to occupants of affected buildings in compliance with 40 CFR part 745 Code of Federal regulations for lead paint abatement.

**Job Site Address:**

\_\_\_\_\_

**Company Name and License Number:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contractor's Printed Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_



Instrument Prepared By:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

STATE OF: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

TAX FOLIO NO.: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description of the property & street address, if available) **Legal Description:** \_\_\_\_\_  
\_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** \_\_\_\_\_

**3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

a. Name and address: \_\_\_\_\_

b. Interest in property: \_\_\_\_\_

c. Name and address of fee simple titleholder (if different from Owner listed above): \_\_\_\_\_

4. a. **CONTRACTOR:** Name & Address \_\_\_\_\_

b. Phone number: \_\_\_\_\_

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Name and address: \_\_\_\_\_

b. Phone number: \_\_\_\_\_ c. Amount of bond: \$ \_\_\_\_\_

6. a. **LENDER:** Name and address: \_\_\_\_\_

b. Phone number: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a. Name and address: \_\_\_\_\_

b. Phone numbers of designated persons: \_\_\_\_\_

8. a. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date will be 1 year after the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
**(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)**

\_\_\_\_\_  
**(Print Name and Provide Signatory's Title/Office)**

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or sworn to (or affirmed) by \_\_\_\_\_ online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
(name of person)

as \_\_\_\_\_ for \_\_\_\_\_  
(type of authority, e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

Notary

\_\_\_\_\_  
**(Signature of Notary Public)**  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification Type of Identification Produced \_\_\_\_\_