



COMMUNITY APPEARANCE BOARD REVIEW APPLICATION

CITY OF BOCA RATON • 201 W. PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE: 561-393-7792 • 561-393-7793

PERMIT #: _____ C.A.B. FEE: _____ Date: _____

Is this a sub-permit application? YES NO CONTRACT AMOUNT: \$ _____

Description of Work: _____

Job Address: _____

Contractor's Name: _____

Contractor's Email: _____ Phone: _____

State Certification #: _____ Certificate of Competency #: _____

Contractor's Address: _____ Fax: _____

Tax Folio Number: _____

Owner's Name: _____ Phone: _____

Owner's Address: _____ Fax: _____

Architect/Engineer's Name: _____ Phone: _____

Architect/Engineer's Address: _____ Fax: _____

1. Application is hereby made to obtain a permit to do the work and installations as herein indicated. I certify that no work or installation has been affected prior to the issuance of said permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits must be obtained for electrical, plumbing, air conditioning, roofing, paving, signs, pools, fences, etc. It is further understood that other approvals from federal, state or county agencies, homeowner or condominium associations or similar authorities, may be required prior to commencing the work described in this permit.
2. **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.**
3. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your notice of commencement.
4. Applicants/Permit Holders are advised to determine if any deed restrictions, Homeowner Association rules, or other applicable provisions or restrictions apply to any work that may be authorized by this permit. The issuance of any permit or other action by the City in relation to any permit does not relieve the Applicant/Permit Holder of the duty, if any, to comply with any other applicable rules, obligations, provisions, or restrictions relating to the work and/or the permit. The City of Boca Raton is not responsible for compliance with or the enforcement of any such obligations, restrictions, rules, or provisions. The City reserves the right, in its sole and absolute discretion, to require, as a condition of the permit, approval from any entity the City deems appropriate for work that may be authorized by a permit.

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.

(Signature of Owner or Agent)

STATE OF FLORIDA • COUNTY OF PALM BEACH
Sworn to (or affirmed) and subscribed before me this _____ day of _____ (month), _____ (year),

by: _____
(Print name of Owner or Agent)

(Signature of Notary Public)

(Print, Type or Stamp Commissioned Name of Notary Public)

_____ Personally known _____ Produced identification

Type of Identification Produced: _____

CONTRACTOR'S AFFIDAVIT: I certify that I have the authority to make the foregoing application, that the application is true and correct and he contract amount for the work is listed above.

(Signature of Contractor)

STATE OF FLORIDA • COUNTY OF PALM BEACH
Sworn to (or affirmed) and subscribed before me this _____ day of _____ (month), _____ (year),

by: _____
(Print name of Contractor)

(Signature of Notary Public)

(Print, Type or Stamp Commissioned Name of Notary Public)

_____ Personally known _____ Produced identification

Type of Identification Produced: _____



COMMUNITY APPEARANCE BOARD (CAB) APPLICANT GUIDELINE & PROCESS

- Submit 1 set of plans for final building permit including the CAB permit application to the One-Stop Center located within City Hall or electronically (ePlans electronic submittal will be only available starting Jan 1, 2011).
- Plans are scanned by permitting staff (Please note that a full complete submittal is required in order to be considered for the next available CAB agenda: Meetings are held every Tuesday at 7pm.
- CAB agenda confirmation will be sent via email to the CAB contact listed on the CAB application on Friday prior to the meeting.
- The applicant shall bring & present 2 hard copies of final permit plans and required documentation as notated at the bottom of page to the scheduled CAB Tuesday meeting.
- Should your CAB approval have conditions and notated comments, applicant will need to submit a correction (revised plan sheets) to permit One-Stop Center reflecting said conditions. These corrections may be submitted at the same time other plan review comments are being addressed.
- 1 set of CAB approved plans will be retained by the Zoning staff for comparison to already scanned set or possible future correction submittals.
- Should CAB vote to postpone your item, applicant will be required to make the necessary corrections accordingly and contact staff via email by Thursday to confirm readiness for the next CAB meeting. (For postponed items the applicant does not submit corrected plans to the City until after CAB re-reviews and approves the corrected plan.)

NOTE TO APPLICANT:

Please have detailed to scale drawings showing proposed improvements and photographs showing existing conditions for existing buildings and signs (when applicable) of your particular project. These are required in order for the CAB to judge compatibility.