



100 NW 1<sup>st</sup> Avenue Delray Beach FL 33444  
(561) 243-7200 Fax: (561) 243-7221

Website: [mydelraybeach.com](http://mydelraybeach.com)

## COMMUNITY IMPROVEMENT SITE DEVELOPMENT PERMIT PROCEDURES

Site work includes **CATCH BASINS, DRAIN FIELDS, AND UNDERGROUND PIPING on site only.**

1. Plans and Application: Two (2) sets of complete signed and sealed plans are required. Request a Building Application; the application must be signed by a licensed contractor.
2. Address: The street address will be assigned in our office by Mischa Morgera, phone (561) 243-7220.
3. Roads: Interior road work requires a separate **PAVING** application, along with two (2) sets of plans.
4. Site Lighting: Site Lighting and setting of the poles require a separate **ELECTRICAL** application and two (2) sets of plans. A photometric letter, citing LDR Section 4.6.8, will be required upon completion of the job prior to CO.
5. Temporary Power: Temporary Power requires a separate **ELECTRICAL** application.
6. Tree Removal: Tree & Shrub removal requires a separate **TREE REMOVAL** application.

### **PERMIT FEES:**

Permit fees for **SITE WORK, SITE LIGHTING, INTERIOR ROAD WORK & ELECTRICAL** are:

\$50.00 for the first \$1,000 of estimated cost, and \$40.00 for each additional \$1,000 of value or portion thereof.

**Tree & Shrub Removal** fees are based on the number of trees and/or number of acres affected by scrub removal.

**\*\*NOTE:** You will need to contact the Engineering Division for their procedures and fees. Their office is located at 434 S. Swinton Avenue, phone (561) 243-7322.

Rvsd. 9/07