

BRINY BREEZES, INC.

PERMIT APPLICATION PROCESS REQUIREMENTS

The permitting process starts at Briny Breezes, Inc. Building permit applications can be found online at www.brinybreezes.us or picked up at the Corporate office.

1. COMPLETE BUILDING PERMIT APPLICATIONS MUST INCLUDE:

- Application Fee**
- Complete Briny Breezes property address** Dist #, Lot & Street, Year of Unit
- Owner information must be completed:** Name, Phone #, Signature, Date, Alternate address, FL Tax ID # (PBC Property Control #) and Alt. Phone # (ALSO please include email address)
- Contractor Information must be completed:** General Description of work, Estimated cost of Project, Name, Address, Phone #, Email address, State Cert. or Reg. # , and Commencement Date (This date will be determined when permit issued) If Owner/Builder this section should include the owner information.
- Application must be notarized**
- If Owner/Builder application:** Owner must sign in the area at bottom of application:

*** I HAVE BEEN ADVISED TO HIRE LICENSED CONTRACTOR" ____ _ (See also # 3 below).

2. CONTRACTOR MUST SUPPLY THE FOLLOWING:

- 1-Current Certificate of Insurance for **Briny Breezes, Inc.** 5000 N. Ocean Blvd., Briny Breezes, FL 33435 as **Certificate Holder** which must include General Liability and Workers Comp. Coverage (If there is WC Exemption; must be attached) and Auto Liability
- 1-Current Certificate of Insurance for **Town of Briny Breezes** 4802 N. Ocean Blvd., Briny Breezes, FL 33435 as **Certificate Holder** which must include General Liability and Workers Comp. Coverage (If there is WC Exemption; must be attached) and Auto Liability
- Current Year Business Tax Receipt
- Current Year DPBR License
- Scope of work and plans** that match scope of work (Engineer drawings may be required)
- Notice of Commencement** is required for all projects over \$2,500 or \$15,000 for A/C applications
Air Conditioning Applications additionally require:
- Certificate of Product Ratings/ AHRI Data Sheet** from the manufacturer
- Air Conditioning Replacement Data Sheet** (*Form is included in the Bldg. Permit Application Packet*)
- Elevation Certificate** if unit is newer than 1977

3. If owner is completing the project, they must complete an **Owner/Builder Affidavit & Disclosure Statement form** and it must be notarized. Plans and specifications must be attached.

4. **One complete set of plans/drawings required.**

5. After the above requirements have been satisfied, the application is reviewed/approved by the Corporation and is submitted to the Town for their review and the Building Official's approval to issue the permit and schedule inspections.

Appendix II

Briny Breezes, Florida BUILDING PERMIT APPLICATION APPENDIX II As Amended January 11, 2023

INTRODUCTION

Building Permit Applications that meet the Appendix II rules/regulations will initially be recommended for approval by the Briny Breezes Corporation, then submitted to the Town of Briny Breezes for final approval. Below, you will find some guidance on what is needed prior to commencement of your work. Briny Breezes, Inc. is a cooperative. Permissions you may have had “back home” could be very different. Please review and ask questions before rather than after. Note also that just because you may be doing the work yourself or with a friend does not mean you do not need approval and/or a permit. Building Permits can only be issued by the Town of Briny Breezes. The Building Permit Application form can be found on pages 3 and 4 of Appendix II.

CORPORATION - Approval Required before Permit is issued by the Town of Briny Breezes

Installation or Removal of (Plans Required):

- Mobile home
- Cabana
- Room additions
- Screen enclosures
- Structural changes to mobile home (removing existing structure to create new windows or door open and walls)
- Docks
- New awning installation
- Permanently installed utility sheds and cabinets. ‘Ready To Assemble’ (RTA), free-standing sheds do not require a Town Permit but do require District Director written approval on location and tie-down.
- Decks, patios, porches, driveways
- Stairs
- Permanently installed fences
- Accessible ramps
- Air conditioning units (required only if there is no pre-existing A/C unit or unit is relocated or existing unit is not currently in proper place)
- Solar panels and heating devices (installation or removal)
- New irrigation system. (Rain gauges required)

TOWN - Permits Issued by the Town of Briny Breezes

- Air Conditioning Units
- Anchoring/tie-downs.
- New mobile/modular home installation, demolition, leveling, pouring new foundation
- Re-leveling of an existing mobile/modular home and foundation repair
- Subflooring repair/replacement
- New electrical and plumbing work
- Water heater replacement - hard wired
- Installation and hook-up of electrical panels
- Re-roofing including roof-overs
- Shower pan replacement (2014 Florida Plumbing Code - Section 417.5.2). The stockholder must ask the Town Building Official for advice on any requirements for permitting before project begins
- Windows and doors where installation requires altering the existing window frame or cutting into mobile home structural frame or for the installation of “impact glass”/ hurricane resistant windows and doors.
- Siding - Complete
- Permanently installed utility sheds and cabinets
- New awning installation
- Permanently installed fences

**THIS IS NOT A COMPLETE LIST; IT REPRESENTS ONLY SOME OF THE MOST COMMON PROJECTS.
PLEASE CHECK WITH TOWN BUILDING OFFICIAL**

Some Improvements NOT Requiring Permits

Landscaping:

- Low voltage garden/walkway lighting (plug in only)
- Pavers installed on sand and/or other pervious material for decks, patios and porches. However, pavers for patios require ARC review and approval prior to project commencement.
- Existing deck repairs (non-structural)
- Tree removal **BUT** does require approval of Landscape Committee, a District Director and Briny Maintenance Manager - see Office for approval form

General Home Improvements and Repairs:

- Minor repair of existing plumbing
- Minor repair/replacement of existing lighting
- Low voltage lights (plug in only)
- Replacement of existing electric appliances and fixtures (Replacement of any gas appliance requires a permit)
 - Refrigerator/freezers
 - Ranges (electric)
 - Dishwashers
 - Built in microwave units
 - Washer/dryers
 - Disposals
 - Sinks
 - Toilets
 - Ceiling fans
 - Exhaust fans
- Replacing floor covering (Carpet, Tile, Vinyl, Laminate, etc.) inside home
- Interior finishes
- Gutters
- Skirting
- Window (replacement) - if new window(s) dimensions are the same as the dimensions of existing window(s) and the window(s) is a "like replacement" and not an "impact resistant" window. Documentation of window type may be required by the Corporation or Town.
- Door (replacement) - if like replacement - i.e. door with no alteration of door frame.
- Skylight dome / fixture replacement for existing skylight with no alteration of roof frame.

Briny Breezes, Inc.
561-276-7405
BrinyBreezes.US
Brinybugle@gmail.com



CORPORATION
Application fee: **\$30.00**

Paid: _____

By: _____

**Briny Breezes, Florida
BUILDING PERMIT APPLICATION
APPENDIX II
As Amended January 11, 2023**

Permit No: _____ Date: _____ District: _____ Lot & Street: _____ Year of Unit _____
(Town will enter Permit number and Date)

Expires: 6 Months from date of Permit Flood Zone: _____ Zoning Approval Required: _____ (Town will enter yes or no)

OWNER

Owner's Name: _____ Phone: _____

Owner's Signature: _____ Date: _____

Owner's Alternate Address: _____

FL Tax ID #: 09-43-45-3440- _____ - _____ Alt. Phone: _____

CONTRACTOR

General Description of Work *(attach plans and specifications as required)*:

Cost for additions will be evaluated against the county's assessed value for calculation of substantial improvements.

Estimated Cost/Project: _____ Town Permit Fee: _____ Paid Cash: _____ Check No: _____

Company / Contractor Name (as on Business License): _____

Company / Contractor Address: _____

Company / Contractor Phone: _____

Company / Contractor E-Mail: _____

State Certification or Registration Number: _____

Commencement Date: _____

Application is hereby made to obtain a permit to do the work and installation as indicated above.

In consideration of the granting of this permit, the undersigned, the owner and builder agree that no work or installation has commenced prior to issuance of this permit and agree to construct this building/project in full compliance with the state building codes, ordinances, and regulations of the Town of Briny Breezes, Florida, the rules of Briny Breezes, Inc. and all provisions of the laws of the State of Florida, whether herein specified or not.

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.

Signed in my presence on this _____ day of _____ 20____ Notary ID: _____

Signed: _____ Notary Signature: _____

Print Name: _____ Print Notary Name: _____

*****I HAVE BEEN ADVISED TO HIRE LICENSED CONTRACTOR _____**

Permission is hereby granted for construction in accordance with above application, and in compliance with the Florida building, electrical, and plumbing codes and all applicable ordinances of the Town of Briny Breezes and the rules of Briny Breezes, Inc. (Corporation). Except where otherwise specified, Building Permit endorsement by the Corporation requires the signature from one Director from the District where the work is to be performed and the Chair of the Architectural Review Committee (ARC). Some permits such as for new units require ARC and Board approval. Out-of-Town Director & ARC Chair approval by email is sufficient in lieu of signature. A copy of this permit, approved plans and specifications must be kept at project site during progress of work. Permits may be required by other licensing agencies.

WARNING TO OWNER: ANY PROJECT \$2,500 OR MORE NEEDS A NOTICE OF COMMENCEMENT.

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

Briny Breezes Corp Approvals: Sign & Print Name, Enter District # (1,2,3 or 4 or C for Common Areas / Buildings)

Director: _____ District _____ Print Name: _____ Date _____

ARC, Chair _____ Print Name _____ Date _____

Town of Briny Breezes Building Official Signature _____ Date _____

24 Hour Notice for Inspections Town Hall Hours Tuesday, Thursday, Friday 9:00am - 12:00 pm

Town Hall (561) 272-5495 SDuBose@townofbrinybreezes-fl.gov

**Non-Emergency Commercial Work may be conducted only Monday through Saturday
between the hours of 8:00 am - 5:00 pm**

CONDITIONS OF APPROVAL - In approving this application, the following shall apply:

1. Permit applications will not be forwarded to the Town for processing until the application has been approved by a current Director from the District where the work will be performed and approved by the current or acting Chairman of the Architectural Review Committee (ARC) and, in the case of installation of new mobile homes or recommending/granting variances to the attached rules and regulations, the Briny Breezes Board of Directors.
2. Briny Breezes, Inc. shall not be liable for any fines or penalties imposed due to the applicant's failure to comply with the Town of Briny Breezes regulation, State Motor Vehicle regulations and the Florida Laws/Statutes and Florida or Palm Beach County Building, Health or Fire Codes.
3. Briny Breezes, Inc. and the Town of Briny Breezes assume no responsibility for the fulfillment of any contract or the quality of any product or work requested in this application.
4. Briny Breezes, Inc. shall have the right to remove or relocate anything covered in this application at the owner's expense if installation violates any existing rules or codes or if it is not maintained in a manner considered acceptable by the Architectural Review Committee and /or the Board of Directors.
5. Applicant shall be responsible for all costs involved in removing, relocating or repairing any structures or units covered in this application in order to conform to any existing codes or rules, or that may be enacted in the future by any agency, including but not limited to the State and County Health Departments.
6. Applicant shall assume all responsibility and costs related to any damage resulting from the placement or removal of units or structures covered in this application now or at any future date, and further holds harmless, Briny Breezes, Inc. and the Town of Briny Breezes.
7. Applicant shall notify Briny Breezes, Inc. when a new mobile home / unit arrives, at which time it shall be inspected, and again after it has been placed on lot and under no circumstances shall it be anchored or connected to any utility until such location has been approved by Briny Breezes, Inc. and inspected by the Town of Briny Breezes.
8. Stockholder shall approve installations and/or improvements, requested on this application and assumes any and all responsibilities of the applicant in the event the applicant fails to assume them.
9. All certifications of anchors less than 48 inches in length and having a single disc of less than 6 inches in diameter will be invalid. These anchors were not tested under Amended Rule 15C-1.010, F.A.C., which requires tests to be performed under the supervision of state personnel. CANCELLATIONS OF ANCHOR CERTIFICATION M-89-06 - per Florida Department of Highway Safety and Motor Vehicles.

Briny Breezes, Inc.
561-276-7405
BrinyBreezes.US
Brinybugle@gmail.com



TOWN OF BRINY BREEZES
561-272-5495
SDuBose@townofbrinybreezes-fl.gov
Tue, Thurs & Fri 9:00 - 12:00pm

Briny Breezes, Florida
BUILDING PERMIT APPLICATION
APPENDIX II
As Amended January 11, 2023

The following information is regarding the Improvement Permit Application process. The information will cover the regulations, instructions, approved length and width requirements for new mobile homes, setback dimensions and notes for each District, plus conditions of approval for applications.

IMPROVEMENT PERMIT APPLICATION BRINY BREEZES, INC.

All permit applications are to be submitted to Briny Breezes, Inc., on the forms provided. Two copies of all supplemental attachments are required. THESE PERMITS MUST BE OBTAINED EVEN IF THE RESIDENT IS DOING HIS OWN WORK. (NOTE: NEEDS OWNER BUILDER SHEET SIGNED)

The Town does not review and process any applications until approval by Briny Breezes, Inc. has been granted. However, Building Permit applications for the following work are implicitly approved by the Corporation without any review and forwarded directly to the Town for processing for permit(s):

- anchoring/tie-downs, re-leveling, foundation repair
- air conditioning replacement (if the replacement unit is to be placed exactly where the old unit and if the old unit was in the correct place)
- water heater replacements (all must be electric and hard-wired)
- interior plumbing and / or interior electrical
- other interior work such as floor replacements, kitchen/bath remodels
- Work on electrical meter stanchions, meter cans, and any work by FPL on electrical connections
- Window and/or door replacement

Please remember that it takes time for the Directors of Briny Breezes, Inc. to review your request and then time for the Town personnel to process the permit. Plan your projects to allow AMPLE time for this process.

If you are engaging someone to do work for you, make certain that they are licensed to work in Palm Beach County or a reciprocal jurisdiction. For your own protection, it is recommended that you make certain that final inspection of the work has been made by the Town Building Official and that it has been approved prior to final settlement with the contractor. Your contractor should call for inspections when he is ready for them by notifying the Town Hall (561-272-5495).

Since each District has different issues, setbacks, rules and lot size, we find that many aspects of our permits must be handled on an individual basis. Therefore, our permit regulations do not address all sizes of steps and stoops and will be approved by the Architectural Review Committee on an individual basis.

Requests for variances to the requirements and restrictions in this document will only be granted if supported by the Briny Breezes Board of Directors. If a Building Permit is required and if the proposed work/project will require a variance to the Florida Building Code or the Town's Land Development Code and Ordinances, approval of the variance by the Town is also required and can only be granted in accordance with Town of Briny Breezes Land Development Code - Section 10.16.

REGULATIONS

1. All improvements are subject to the Land Development Code of the Town of Briny Breezes and the Florida Building Code.
2. All roof extensions and protrusions shall be included and referenced as points of measurement in determining setbacks. The only exceptions will be siding, door casings and window casings, which shall not protrude more than 1 ½ inches from outer wall of the mobile home, and for gutters which shall not protrude more than 5 inches from the fascia. No extension shall be allowed over a public or private (Briny Breezes Inc owned) right-of-way.
3. Blocking, anchoring and tie-downs shall conform to the Florida Highway Safety and Motor Vehicle Code for Manufactured Homes or the Florida Building Code for Modular Homes.
4. All plumbing work shall conform to the Florida Building Code.
5. All electrical work shall conform to the Florida Building Code.
6. All structural repairs, alterations or installation shall conform to the Florida Building Code.
7. Utility cabinets shall be permitted. Sheds are considered utility cabinets and must meet the utility cabinet criteria as do all replacements of existing sheds and utility cabinets. Utility Cabinets are included as a measuring point for all setback requirements for the mobile home and 'add-on' placement in each District. Each unit may have only one utility cabinet. The cabinet shall not exceed 3 feet in depth, 6 feet in width and 6 feet in height. Generally, cabinets are to be placed alongside the mobile home and placed a minimum of 5 feet from the rear corner of the mobile home, parallel and flush to mobile home wall and suitably anchored to the wall and/or slab. However, in District III - Row B and in District IV - Row V, utility cabinets and sheds may be placed against the E-W fence that runs along the Briny Breezes property lines in these locations. An exception location for a cabinet/shed may be granted in writing by a Director from the District where the cabinet/shed is to be placed if approved by the Chairman of the Architectural Review Committee as long as the utility cabinet does not block the path of egress between units.
8. All patio awnings, including gutters, must be at least 5 feet from any other structure. All awnings, patio roofs and aluminum and vinyl specialty work shall conform to the Florida Building Code and be subject to regulations.
9. AIR CONDITIONING: A/C units shall be in the front or on patio side as near the front of the home as possible. Split system installation shall be made with condensing unit placed at the front on patio side as near to the front of home as possible. Mini-splits may be placed in other locations if one District Director and a second Director or the General Manager approve the location in writing. In District 4, replacement units should be placed where the existing A/C unit is located which is normally on the back side of units. WINDOW UNITS are not allowed except to replace units already in existence. No air-conditioning unit shall exceed the maximum noise level of 82 decibels as rated by AIR CONDITIONING AND REFRIGERATION INSTITUTE and REVISION DATED APRIL 8, 1981. THE MAKE, MODEL# AND PROPOSED LOCATION MUST BE STATED IN APPLICATION. COPY OF MANUFACTURER SPECIFICATIONS RE: DECIBELS MUST BE ATTACHED. (A.R.I. ACCEPTED).
10. Installation of mobile home, patio, cabana or add-a-room shall be subject to the regulation in all the District Tables that follow. The purchaser of any mobile home to be installed in Briny must furnish a copy of the Bill of Sale (modular units) or Title (manufactured units) to the Corporation before the unit can be installed.
11. A Cabana or add-a-room shall be set 5 feet from the front and rear of mobile home. Where the lot backs into another lot in the rear, the cabana or add-a-room must be at least 7 feet from rear lot line.
12. Except where otherwise specified in Appendix II, there must be 10 feet between any two structures except for patios, patio roofs, decks, driveways, stairs and their landings, but including screened/enclosed rooms except in rear and where existing add-a-room on adjacent lot makes it impossible. A new mobile home and/or their screened room/cabana not extending beyond the footprint of the existing (pre-existing) structure is permitted if the existing (pre-existing) unit does/did not encroach (cross) any adjoining lease line in the opinion of ARC or, if ARC opinion appealed, the Board of Directors.
13. Stairs within the 10' setback between structures may be installed parallel to the home with a landing no wider than 48 x 48 inches, or may be installed perpendicular to the unit if the landing extends no more than 36 inches from the unit.
14. Porches/Decks with and without railings must be setback at least 5 (five) feet from adjoining units and at least five (5) feet from other porches/decks. In most cases, raised porches parallel to the width of a unit can be no wider than 5 (five) feet. However, wider porches/raised decks are allowed where the structure the structure will be at least 7 (seven) feet from any adjacent unit, porch or raised deck and at least three-and one-half feet from any lease line.
15. Maximum height of any raised decks/porches is the elevation of the floor of the mobile home except that in District 4, the deck, porch or patio between the MH and the seawall MUST be less than 30 inches above ground level at all points but no higher than the top of the seawall and may not have any railings.

16. New and any replacement mobile homes are to be all electric.
17. Homes newly installed or substantially improved (including screen rooms, add-a-rooms, etc.) shall be elevated such that either the:
 - (a) Bottom of the frame of the home is at or above the base flood elevation required, as applicable to the flood hazard area in the Florida Building Code, Residential Section R322.1.9, R322.2 (Zone A) and Section R322.3 (Zone V) and Briny Town ORDINANCE NO: 4-2015; or
 - (b) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not more than 36 inches in height above grade unless this would result in the elevation of base of the frame being lower than the base flood elevation in which case article (a) provides the minimum elevation.
 - (c) Bottom of the frame can be no more than one foot above the elevation required unless that would result in less than adequate space under the unit to install plumbing, electrical and air conditioning hoses (air conduits)
 - (d) Certificate of elevation is required for the mobile home. Note: Base flood elevation in 2016 is 7 ft. above mean sea level but may be changed in the future by appropriate federal authorities such as FEMA. (Rule is based on Town Floodplain Ordinance 4-2015)
18. All mobile homes / units installed in Briny must be one-story only.
19. Driveways may not cross any lease lines.
20. Eaves / overhangs for units allowed in the Park may extend up to 8 inches out from the exterior wall of the M.H., but only if all other setbacks are met for the District where the M.H. will be set up.
21. Boat lifts of any kind are not allowed in Briny.
22. Lease lines will be determined, as needed and when disputed, by the Architectural Review Committee (ARC) using available data and then by the Board of Directors if the ARC decision is appealed. Established precedent and schematics published by the Corporation will guide these decisions.
23. No permanent fences or gates that prohibit through access or which tend to block the view or restrict the free flow of air and light or passage shall be erected or placed. (*see also Rule B.5.c*)

INSTRUCTIONS:

1. Describe in detail the work to be performed. Furnish measurements and describe material to be used. (Attach extra sheet(s))
2. Provide a plan of mobile home unit. (Attach to application.)
3. Provide a SCALE DRAWING showing the mobile home and/or cabana with all eaves or other protrusions indicated and positioned on the lot showing lot line and setbacks. This drawing must also include the distance of the unit including its eaves and protrusions from all streets, waterways, adjacent structures and/or mobile homes (on all sides), plus the location of all doors, windows and other items such as steps, stoops, porches and decks. This also applies to all concrete, the air-conditioning unit, awnings, storage cabinet, screen room and add-a-room installations.
4. Contractors and shall carry Contractor Liability Insurance.
5. Inspections shall be requested at least 24 hours in advance at 561-272-5495.
6. Non-Emergency Commercial Work may be conducted only Monday through Saturday between the hours of 8:00 am - 5:00 pm.
7. Mobile home or units must be parked in a place furnished by park and inspected for size and protrusions and approved before they are placed on the lot.
8. ALL APPLICABLE CODES AND REGULATIONS SHALL BE FOLLOWED. DEFINITIONS:
 - AIR CONDITIONER - A.C.
 - AWNING - A patio roof or covering which is open on three sides.
 - CABANA - A small shelter, screen room, second unit to a mobile home.
 - COMBINATION UNIT - A combination of a mobile home used in conjunction with a cabana, a porch or an awning, or any other combination thereof.
 - DECK - A patio or a porch made of wood or simulated-wood planks on its surface and supported above the ground by posts and has no railings. Decks surfaces may not be plywood.
 - MOBILE HOME - A structure which is transportable in one or more sections, built on an integral chassis, and designed to be used as a single family, one-story dwelling when connected to the required utilities, including the plumbing, heating, air-conditioning and electrical systems contained therein. The initials "M.H." shall be used as the abbreviation of this term which includes both manufactured homes and qualified modular homes as defined in the Briny By-Laws-Section 12.11.
 - PATIO - Flat concrete or pavers not over 7½ inches above the ground with no railing.
 - PERMANENT STRUCTURE - Anything constructed or erected, the design of which or intended use of which is permanent, long term, or indefinite life, by design or use.

- PORCH - A concrete or wood or wood-simulated product (not plywood) floor higher than 7½ inches above ground and generally with a railing around it. In this document, the term PORCH includes a landing at the top of stairs to a unit.
- SETBACK - Setback shall be synonymous with words “Building Line”.
- TEMPORARY STRUCTURE - Anything constructed or erected, the design of which or intended use of which, is other than permanent, long term, or indefinite life, by design or use.
- The words and numbers such as “12 feet wide” as used in this document allow M.H.s with inside / interior dimensions of up to 12 ft. with a maximum of 6 inches allowed on either (exterior) side of the interior dimension for insulation, vapor wrap, siding and trim so that the total exterior unit width is no wider than 13 ft. provided that other setbacks are met for the District where the M.H will be set up. This provision provides the same allowance for units of all approved widths and lengths (i.e. 14, 20, 24, 28 provided all the required setbacks are met. This rule is intended to allow new M.H.s that are currently available in the marketplace to be installed in Briny without needing to be modified in width.

DISTRICT-SPECIFIC REQUIREMENTS & RULES

ALL DISTRICTS: All requirements are subject to measurement by the Architectural Review Committee and apply to all new installations. Placement of a mobile home manufactured with extension or protrusion (i.e. overhangs/bay windows) must be placed on the lot in compliance with all setback provisions. There shall be no extension over a public or private (owned by Briny Breezes Inc.) right-of-way.

MAXIMUM MOBILE HOME LENGTH*

POSSIBLE EXCEPTIONS*

DISTRICT I	ROW(S)	10'W	12'W	14'W		ROW(S)	10'W	12'W	14'W
	A	35	35	35		B22	32	32	
	B	38	38	38		C212	40	40	
	CD	43	41	41		E-1	37	37	
	E	39	36	36		I8 & 9, J8	55	55	
	F	36	36	36		L-2 &3	50	50	
DISTRICT II	G & L	32	32	32		G2, H1 & 2	58	58	
	H & K	28	28	28		O201, O201A	46	46	
	I	31	31	31		O213, O215	52	52	52
	J	34	34	34		O214	60	60	60
DISTRICT III	B	46	44	44		Q201	60	60	
	C, D H, I J, K, L, M	44	42	42		Q212	52	52	52
	F	44	42	40		Q213	57	57	57
	E	42	40	40		R201	60	60	
	G & N	45	43	41		R211	57	57	57
DISTRICT IV	O, Q, R, T	50	50	50		R212	60	60	60
	P	52	50	49		T201	60	60	
	S	54	52	51		T211	57	57	57
	U	47	45	44		T212, U209	57	57	57
	V	52	52	51		U210	60	60	60

* if and only if all setback requirements are met.

DISTRICT I: Single lots maximum mobile home width is 14 feet, if it meets all setbacks and if the unit can be safely installed without damage to adjoining units. On “CD” row, Mobile home and patio roof shall not exceed 20 feet in width and the 5 feet setback between structures must be adhered to. All setback requirements must be met to determine the overall width permissible (not to exceed 20 feet).

SETBACK DIMENSION TABLE FOR RMH-I DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK FROM LOT LINE	SETBACK BETWEEN THE SIDES OF ADJACENT UNITS
A & F	M.H.	EDGE OF SIDEWALK	2-FT	10-FT
F20 - F27* (G)	M.H.	INSIDE WALL	2-FT	10-FT
B & E	M.H.	2-FT FROM STREET	2-FT	10-FT
CD	M.H.	1-FT, 6-IN FROM STREET	1-FT, 6-IN FROM STREET	10-FT

NOTES TO SETBACK FOR RMH-I DISTRICT

- A. The term “sidewalk” as used in the above table means the east-west sidewalk along the north side of Briny Breezes Boulevard for the lots in Row A, and the east-west sidewalk along the south side of Ruthmary Avenue for the Lots in Row F
- B. The term “street” as used in the above table means Bamboo Drive for the lots in Row B, Bamboo and Cedar Drive for the lots in Row CD and Cedar Drive for the lots in Row E.
- C. There will be a minimum setback of one (1) foot from the west edge of the north-south sidewalk along the west side of Old Ocean Boulevard for all lots bordering that road.
- D. All patio awnings, including gutters, must be at least 5 feet from any other structure.
- E. Cabana (add-a-room) shall be set 5 feet from front and rear of the mobile home. When the lot backs into another lot in the rear, the cabana or add-a-room must be at least 7 feet from rear of lot line.
- F. There must be 10 feet between any two enclosed structures except when the rear of the structure is opposite the rear of another structure.
- *G. 20’ (foot) wide units are allowed on Lots F20 -F27 if all setbacks are met.

DISTRICT II: Single lots maximum mobile home width is 14 feet, if it meets all setbacks and if the unit can be safely installed without damage to adjoining units. Mobile home and patio roof shall not exceed 20 feet in width and the 5 feet setback between structures must be adhered to. No single lot shall be allowed to have a cabana (add-a-room), or screened room except those now existing. If any existing cabana and/or its mobile home must have major repairs or replacement, the cabana shall be removed and the present rules applied. When a double-wide mobile home is to be installed on two or more lots, there shall be at least a 5-foot setback from the rear lot line and at least a 4-foot setback from the street except on Cordova and Ruthmary where there shall be a 3-foot setback from the sidewalk. Such 'double-wides' may have widths up to 28 feet and whatever length is possible provided that all required setbacks are met. This provision supercedes the length and width limitations in the preceding Maximum Mobile Home Length table.

SETBACK DIMENSION TABLE FOR RMH-II DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK FROM LOT LINE	SETBACK BETWEEN THE SIDES OF ADJACENT UNITS
G & L	M.H. AWNING	EDGE OF SIDEWALK 1-FT FROM M.H. CORNER	2-FT 2-FT FROM M.H. CORNER	10-FT N/A
H & K	M.H. AWNING	1-FT FROM STREET 1-FT FROM M.H. CORNER	2-FT 2-FT FROM M.H. CORNER	10-FT N/A
I & J	M.H. AWNING	2-FT FROM STREET 1-FT FROM M.H. CORNER	2-FT 2-FT FROM M.H. CORNER	10-FT N/A

NOTES TO SETBACK FROM RMH-II DISTRICT

- A. The term "Sidewalk" as used in the above table means the east-west sidewalk along the north side of Ruthmary Avenue for the Lots in Block G, and the east-west sidewalk along the south side of Cordova Avenue for the Lots in Row L.
- B. The term "Street" as used in the above table means Hibiscus Drive, excluding the north-south portion thereof, for the Lots in Row H and I, and Juniper Drive for the Lots in Rows J and K.
- C. There will be a minimum setback of one (1) foot from the west edge of the north-south sidewalk along the west side of Old Ocean Boulevard for all lots bordering that road.
- D. All patio awnings, including gutters, must be at least 5 feet from any other structure.
- E. Cabana (add-a-room) shall only be allowed on double lots and shall be set 5 feet from the front and rear of the mobile home. When the lot backs into another lot in the rear, the cabana or add-a-room must be at least 7 feet from the rear lot line.
- F. There must be 10 feet between any two enclosed structures except when the rear of the structure is opposite the rear of another structure.

DISTRICT III: Single lots maximum mobile home width is 14 feet, if it meets all setbacks and if the unit can be safely installed without damage to adjoining units. Combination units, patio roof or porch including double-wides shall not be over 20 feet wide.

SETBACK DIMENSION TABLE FOR RMH-III DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK FROM LOT LINE	SETBACK BETWEEN THE SIDES OF ADJACENT UNITS
B-C-D-E-H-I-J-K-L-M	M.H.	2-FT FROM STREET TO M.H. CORNER	2 Feet	10-FT
F-G-N	M.H.	1-FT FROM STREET	2 Feet	10-FT

NOTES TO SETBACK FROM RMH-III DISTRICT

- A. All patio awnings, including gutters, must be at least 5 feet from any other structure.
- B. Cabana (add-a-room) shall be set 5 feet from the front and rear of the mobile home. When the lot backs into another lot in the rear, the cabana or add-a-room must be at least 7 feet from the rear lot line.
- C. There must be 10 feet between any two enclosed structures except when the rear of the structure is opposite the rear of another structure.

DISTRICT IV: Provided that other setbacks for District 4 are met, units may have a maximum exterior width of 24 ft. with a maximum of 6 inches allowed on either side of the interior dimension for insulation, vapor wrap, siding and trim so that the total exterior unit width of the unit is no wider than 25 ft. This applies to all lots in District 4 except lots O213, O214, O215, Q212, Q213, R211, R212, T210, T-211, T212 and U210, where up to 28 ft. exterior width is approved, providing all other setbacks are met. All the above lots must accommodate off street parking (driveways) as well as lots at O201 and O201A, lots on Mallard and Ibis lots S206 - S209. For Rows O, Q, R, T & U, nothing of a permanent construction (i.e., steps, porches, flower boxes, flag poles and their supports) shall be built within the three-foot setback/Corporate right-of way adjacent to the seawall and between the seawall and mobile home except for one (1) deck or patio and including any steps up to top of the seawall. These decks must be made of wood or wood-simulated materials (but not plywood). Such patios must be constructed with pavers. Both these decks and pavers all must be easily removable within 3 feet from seawall. The portion of any deck along the seawall will be constructed with multiple, easily-removable (lift-out) sections covering the Corporation's 3-ft right-of-way and which are supported by boards attached to the inside of the seawall and to the adjacent portion of the deck. The top of decks, patios and steps built between the unit and the seawall shall not exceed the current elevation of the seawall. For District 4 leases adjacent to seawalls, no new or replacement patios/decks made of concrete (except for concrete pavers) are permitted in the area between the mobile home and the seawall.

The seawalls in District IV and elsewhere are Corporate property and have a 3' wide adjacent Corporate right-of-way for repairs or improvements. Stockholder patios or decks within three feet of the interior of the seawall and any docks attached to the side of the seawall must be removed for repair and/or replacement of or improvements to the seawall. The cost of removing and/or replacing such decks, patios and docks is the sole responsibility of the stockholder(s) holding the lease. See Rule E. 1&2 for dock restrictions. Stockholders have the option to remove these improvements him/herself in a timely manner when requested by a letter from the General Manager. If the stockholder, so notified, fails to comply, the Corporation will remove the improvements and bill the stockholder for the cost of removal. The stockholder/lessor will be solely responsible for all work needed to repair or re-build their docks, decks and patios that were removed to accommodate work on the seawalls.

SETBACK DIMENSION TABLE FOR RMH-IV DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK	SETBACK BETWEEN THE SIDES OF ADJACENT UNITS
O-Q-R-T	M.H.	TO STREET	13-FT FROM INSIDE OF SEAWALL	10-FT BUT 3-FT, 6-IN FROM COMMON LOT LINE
P & S	M.H.	2-FT FROM STREET	SEE NOTES	10-FT BUT 3-FT, 6-IN FROM COMMON LOT LINE
U	M.H.	2-FT FROM STREET	6-FT FROM INSIDE OF SEAWALL	10-FT BUT 3-FT, 6-IN FROM COMMON LOT LINE
V	M.H.	2-FT FROM STREET		10-FT BUT 3-FT, 6-IN FROM COMMON LOT LINE

NOTES TO SETBACK TABLE FOR RMH-IV DISTRICT

- A. A minimum setback of 4 ½ feet from South Ibis Drive and 1 foot from North Ibis Drive shall apply on lots S206, S207, S208 and S209. A minimum setback of 2 feet from South Heron and 1 foot from North Heron shall apply on lots P207, P208, P209 and P210.
- B. A minimum setback of 13 feet from the water's edge on the Intracoastal Waterway shall apply on lots O214, O215, Q213, R212, T211 and T212.
- C. All patio awnings (including gutters) must be at least 5 (five) feet from any other structure and decks must be a least 7(seven) from any other structure.
- D. Cabana (add-a-room) shall be set 5 feet from the front and rear of the mobile home.
- E. There must be 10 feet between any two enclosed structures and, in addition, there must be 10 feet from the main entry side of the mobile home to the adjacent (more distant) lot line unless this makes it impossible to honor the 10' between mobile homes setback. This rule is an attempt to maximize open space between units by encouraging consistent (for any row) placement of units along the 3' 6" setback line. However, lots directly adjacent to bathhouses only have the meet the 10' between mobile homes setback if the 10' setback from the bathhouse make it impossible to comply with the 10' lease line setback. Lots O-213, 214, 215, Q-212 and 213, R-211, 212 and T 211, 212 and U 209 are very narrow where they intersect the road and are required to have driveways on their lots so the units on these lots are not required to meet the 10' setback from the more distant lease line but must meet all other setbacks.



TOWN OF BRINY BREEZES
4802 North Ocean Blvd. • Briny Breezes, FL 33435-7341
Phone (561) 272-5495 • Fax (561) 272-1988

EMERGENCY UNIT REPAIRS AFTER HOURS

In the event that you have an emergency repair to your unit (air conditioning, electrical panel or plumbing) and the Town Hall office is closed, the CONTRACTOR MUST obtain an emergency approval via email from the Town's Building Official to begin the work. The emergency repair must be "like for like".

During the next business day, the contractor must apply for a building permit and pay the appropriate inspection fee(s).

Email from Contractor must contain the following: location, unit owner's name, scope of work (what is being installed/repaired/replaced) and their Business name and contact information.

Building Official's contact information:

Debbie Nutter – deborah.nutter@bureauveritas.com
561-847-1689

Cc: sdubose@townofbrinybreezes-fl.gov

Attention Shareholders and Contractors

All Heavy Equipment Work must be pre-scheduled with the Briny Breezes Corporate office.

This includes Demolition of trailers, concrete pours, and installation of trailers, as well as Awnings or Air Condition units that will cause traffic and pedestrian challenges.

It is your responsibility to have adequate barricade's and keep the area safe.

Any contractor that does not comply may be shut down and asked to leave.

No Work before 8:00 am or after 5:00 pm.

The office number is 561-276-7405.

TOWN OF BRINY BREEZES

4802 North Ocean Blvd., Briny Breezes, FL 33435-7341

Phone (561) 272-5495 Fax (561) 272-1988

Office Hours: Tues/Thurs/Fri 9am to Noon

Air Conditioning Replacement Data

Permit #: _____

Contractor Name: _____

Site Address: _____

Please fill in all information:

Make: _____ Package unit Model # _____ KW

Make: _____ A/C handler model # _____ KW

Make: _____ Condensor model # _____ KW

**Please answer yes or no to ALL the following questions
(Do not leave any questions blank)** _____

Will this be an exact change out?
(Provide heat load calculations for a change in tonnage or KW of heat) _____

Will electric work be done on the line side of disconnect?
(Electrical permit is required if yes) _____

Will a smoke duct detector be installed or replaced?
(Required to be installed if over 2000 CFM for commercial applications) _____

Will a new heat recovery unit be installed? _____

Will an existing heat recovery unit be reinstalled? _____

Will ductwork be installed or replaced? _____

Will a new support stand be installed on the roof?
(If yes, an engineer's sealed drawing for anchoring is required)
An approved ladder will be required for all attic and rooftop inspections. _____

I do swear that the information provided on this form is correct.

Qualifier's Signature: _____

Contractor's License #: _____

Approved by: _____



TOWN OF BRINY BREEZES
PROPERTY OWNER'S AFFIDAVIT & DISCLOSURE STATEMENT
STATE OF FLORIDA, PALM BEACH COUNTY

The provisions of Chapter 489 F.S. require construction to be done by licensed contractors. You have applied for a permit under an exemption to that law that allows you, as the owner of your property, to act as your own contractor, even though you do not have a license. You may build or improve a one or two-family residence or build or improve a commercial building at a cost of \$75,000 or less in value, within any 12 month period, **provided the residence or building is for your own use and occupancy**. It may not be built for sale or lease. The construction must be performed according to Building Codes and Zoning Regulations. It is your responsibility to make sure that people employed by you have licenses, workers compensation, and insurance required by State law and by County licensing ordinances. **You must perform, or supervise the construction yourself, and possess technical knowledge to personally supervise all permitted work, if not performed by a licensed contractor.**

Therefore, as the Owner/Builder, I hereby declare, I understand and agree:

1. That I may build or improve a one or two-family residence. I may also build or improve a commercial building, if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within one year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption and is subject to a fine of \$500 and/or imprisonment for sixty days.
2. **That Florida Statutes require all permit types with a value greater than \$2,500 to have a Notice of Commencement recorded with the Clerk of the Circuit Court prior to the 1st inspection.** If replacing Air Conditioning equipment (HVAC), the Notice of Commencement requirement is required for HVAC work with a value of \$7500 or more. **The permit holder must supply the Building Division with a copy of the recorded Notice of Commencement.**
3. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
4. I understand that all construction shall be in accordance with all Building, Zoning and Land Development Codes.
5. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license number on permits and contracts.
6. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction, and I have the technical ability to supervise the work not performed by licensed contractors. I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means I must comply with laws requiring the withholding of federal income tax and social security contribution under the Federal Insurance Contributions Act (FICA) and must provide Workers Compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
7. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance, and I may be subject to "aiding and abetting unlicensed contractors" substantial fines, if I hire unlicensed ones.
8. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

9. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at the Division of Professions Construction Industry Licensing Board, 1940 North Monroe Street, Tallahassee, FL 32399-0783, phone: 850.487.1395 or internet website address: www.myfloridalicense.com for more information about licensed contractors.

11. I am aware of, and consent to; an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

12. I agree to notify the Town of Briny Breezes immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

13. I certify that I have not completed a building under an Owner/Builder permit within the past twelve (12) months anywhere in Florida.

Pursuant to Florida Law, Chapter 489 Part 1, property owners qualified to act as their own contractor must personally appear at the Briny Breezes Corporate office and sign the permit application, and deliver this Affidavit.

I, the owner of _____ do hereby certify that I have read the foregoing, and am aware of my responsibilities and liabilities for construction work on the above- described property. I do hereby covenant and agree to abide by each of the aforesaid stipulations. I further understand that any falsification of the above statements constitutes fraud and may result in revocation of this permit. I understand "STOP WORK" order and /or Code Enforcement fines may also be applied to insure statutory limits recited above are honored.

Owner (signature)

Owner (print)

State of Florida

County of Palm Beach

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____

Name of Person Acknowledging

(Signature of Notary Public-State of Florida)

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

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____