



CITY OF WEST PARK
SWALE PERMIT CHECKLIST

Required Permit Applications:

- [Building Permit](#) (if applicable)
- [Engineering Permit](#) (right of way permit application)
- [Landscaping Tree Permit](#) (if removing/relocating a tree)

Permit Review Stops:

- Building
- Zoning
- Engineering
- Flood (for pool deck only)
- Electrical (if applicable)
- Plumbing (if drainage is required by Engineering)
- Landscaping (if removing/relocating a tree)

Minimum Plan Submittal

- Two (2) sets Site Plan showing all property lines and setbacks. This can be omitted if represented on the Surveys submitted.
- Two (2) Surveys signed and sealed originals or two (2) copies with completed [Zoning Affidavit](#).
- Completed [Special Inspector Form](#), for Pile install, completed by a Florida Licensed Engineer, if Pile are required.

Other Requirements

- If trees are being affected by the swale installation, please fulfill Landscaping requirements for [removing/relocating trees](#).
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$2,500

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**