

APPENDIX II
Briny Breezes, Florida
BUILDING PERMIT APPLICATION
ADDENDUM #1
Revised 09/11/2013

Building Permit Applications will be initially approved by the Briny Breezes Corporation, then submitted to the Town of Briny Breezes for final approval.

Building Permits can only be issued by the Town of Briny Breezes.

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
- Boat lifts (free standing)
- Utility sheds
- Decks, patios, porches
- Stairs
- Accessible ramps
- *Air conditioning units (required only if unit is relocated or existing unit is not currently in proper place)
- New awning installation
- Solar panels and heating devices (installation or removal)
- New irrigation system

TOWN - Permits Issued by the Town of Briny Breezes

- Air Conditioning Units - replacement
- Anchoring/tie-downs
- Water heater replacement - Hard Wired
- All new electrical and plumbing
- Electrical panels
- Re-roofing
- Windows - more than 1 any size
- Siding-Complete
- All of the above (Plans Required)

Some Improvements NOT Requiring Permits

Landscaping:

- Low voltage lighting (plug in only)
- Pavers - (pervious material and installed on sand only)
- Existing deck repairs

General Home Improvements and Repairs:

- ** General plumbing repairs
- ** General lighting repairs
- Low voltage lights (plug in only)
- Replacement of existing appliances and fixtures
 - Refrigerator/freezers
 - Ranges (electric)
 - Dishwashers
 - Built in microwave units
 - Washer/dryers
 - Disposals
 - Sinks
 - Toilets
 - Lavatories
 - Ceiling fans
 - Exhaust fans
- Floor coverings
- Interior finishes
- Gutters
- Skirting
- Awnings (non-electric) - new plug in
- Window (replacement) - one only
- Door (replacement) - one only

** Definition of General: repair or replacement of existing electrical or plumbing.



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Briny Breezes, Florida BUILDING PERMIT APPLICATION ADDENDUM #2 MARCH 2013

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.

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

The Town does not review and process any applications until approval by Briny Breezes, Inc. has been granted. 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 Briny Breezes. For your own protection, it is recommended that you make certain that final inspection of the work has been made by the Town's building inspector and that it has been approved prior to final settlement with the contractor. Your contractor should call for the inspections when he is ready for them through the Town Hall—272-5495.

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

REGULATIONS:

1. All improvements are subject to the code of the Town of Briny Breezes.
2. Blocking, anchoring and tie-downs shall conform to State and F.E.M.A. requirements.
3. All plumbing work shall conform to the Florida State Plumbing Code.
4. All electrical work shall conform to the National Electrical Code.
5. All structural repairs, alterations or installation shall conform to the Florida State Building Code.
6. Utility cabinets shall be permitted provided it does not exceed 3 feet in depth, 6 feet in width and 6 feet in height, and is 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 slab (7 feet minimum from rear lot line on the patio side). A utility cabinet the size of which does not exceed 20 inches in depth, 4 feet in width and 6 feet in height may be installed on the patio side, parallel to the mobile home, provided it does not extend closer than 1 foot to the rear corner of the mobile home. No cabinets permitted in District IV with 24-foot wide units, except lots O-213, O-214, O-215, Q-213, Q-212, R-211, R-212, T-211, T-212, T-210, U-209 and U 210. No cabinets on any lot where it would infringe on the setback requirements, detract from the appearance of the lot, or be a nuisance to a neighbor.
7. All awnings, patio roofs and aluminum and vinyl specialty work shall conform to the Standard Building Code and be subject to regulations. No new canvas awnings are permitted in any district.
8. AIR CONDITIONING: Central single units shall be located beneath the home where possible and practical and shall exhaust to the front or 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 front of home as possible. WINDOW OR WALL 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).
9. Installation of mobile home, patio, cabana or add-a-room shall be subject to the regulation in all Tables.
10. All patio awnings, including gutters, must be at least 5 feet from any other structure.
11. Cabana, add-a-room shall be set 5 feet from the front and rear of mobile home, except District IV. When your lot backs into another lot in rear, the cabana or add-a-room must be at least 7 feet from rear lot line.
12. There must be 10 feet between any two enclosed structures, including screened room (except in rear and where existing add-a-room on adjacent lot makes it impossible). In District III only when Rear Back Sides of two mobile homes are opposite each other, the minimum spacing is 4 feet.
13. New mobile homes are to be all electric.
14. Certification by Engineer that the lowest floor elevation is a minimum of 7 feet or higher above mean sea level. On new construction the floor level of the mobile home shall not be higher than 30 inches above the natural grade at the middle of the high side, unless required by the 7-foot rule above. This applies to all mobile home and/or second unit, screen rooms, add-a-rooms, etc., as required by FEDERAL EMERGENCY MANAGEMENT AGENCY.

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15. In Districts III & IV when any structure is placed in accordance with #14 above, the area under the structure shall be filled with concrete or other acceptable material to an elevation of 4 feet or higher above mean sea level.
16. Second level construction or usage is prohibited.

INSTRUCTIONS:

1. Describe in detail the work to be performed. Furnish measurements and describe material to be used. (Attach extra sheet.)
2. Provide a plan of mobile home unit. (Attach to application.)
3. Provide a SCALE DRAWING showing the mobile home and/or cabana positioned on the lot. This drawing must also include the dimensions 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, air-conditioning unit, awning, storage cabinet, mobile home, screen room and add-a-room installations.
4. Contractors shall have an Occupational License with the Town of Briny Breezes and shall carry Contractor's Liability Insurance.
5. Inspections shall be called for 24 hours in advance at 272-5495.
6. Any improvements, repairs, cleaning, general maintenance or construction work is allowed only between the hours of 8:00 am and 5:00 pm inside or outside.
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, expando, 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.
 - MOBILE HOME - (By-Laws 12.10&12.11) A structure which is transportable in one or more sections, built on a 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.
 - PATIO - Flat concrete or wood floor not over 7½ inches above the ground with no railing.
 - PORCH - A concrete or wood floor higher than 7½ inches above ground and generally with a railing around it.
 - SETBACK - Setback shall be synonymous with words "Building Line."
 - The words and numbers "12 feet wide" as used in this document allow M.H.s with inside / interior dimensions of up to 12ft 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 is no wider than 13 ft. provided that other setbacks are met for the District where the M.H. will be set up. This rule is intended to allow new "12-foot" M.H.s that are currently available in the marketplace to be installed in Briny without needing to be modified in width.
 - 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.
9. Lattice material is prohibited on any enclosure or wall over 4 feet.

DISTRICT I: No units more than 12 feet wide except on outside rows where 14 feet is approved. On "CD" row, cabana or awnings are permitted on the mobile home but shall not be over 20 feet wide. All setback requirements must be met to determine the overall width permissible (not to exceed 20 feet). Units manufactured with roof overhangs (eaves) may not extend more than 6 inches on each side of the mobile home.

DISTRICT II: Single lots maximum mobile home width is 12 feet, except on the outside rows where 14-foot width is approved. Mobile home and patio roof shall not be over 20 feet wide and the 5 feet 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. Units manufactured with roof overhangs (eaves) may not extend more than 6 inches on each side of the mobile home.

DISTRICT III: Mobile home shall be no more than 12 feet wide, except on F,G,N rows where 14-foot width is approved. Combination units, patio roof or porch shall not be over 20 feet wide. Units manufactured with roof overhangs (eaves) may not extend more than 6 inches on each side of the mobile home

DISTRICT IV: Provided that other setbacks for District 4 are met, units may have a maximum interior 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 - O215, Q212, Q213, R211, R212, T210 - T212, U210, where up to 28 feet exterior width is approved, providing all other setbacks are honored. All above lots must accommodate off street parking (driveways) as well as lots O201 and O201A, Mallard and S206 - S209. Allows a 14-foot mobile home - plus cabana or patio roof. See Tables. As of 1/5/94, Rows O,Q, R, T & U, nothing of a permanent construction—i.e., steps, porches, flower boxes—shall be built within the setback limits of the seawall to the mobile home (see Green Sheet for definition) except decks, which must be constructed of wood, and be removable 3 feet from seawall, nor exceed 7 ½ inches above ground level. NOTE: Maximum width of side porch or deck on double-wide homes in District IV shall not exceed 4 feet. Units manufactured with roof overhangs (eaves) may not extend more than 6 inches on each side of the mobile home.

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All above subject to measurement by the Architectural Review Committee and apply to all new installations. These are maximum widths but must meet all setbacks and are subject to change upon jobsite inspection and State Health Department requirements. All distances are computed from the lot line unless otherwise specified.

Siding, door and window casings should not exceed 1½ inches. A maximum of 5 inches is permitted for a gutter. 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 right-of-way.

MAXIMUM MOBILE HOME LENGTH

DISTRICT I	ROW(S)	10'W	12'W	14'W
	A	35	35	35
	B	38	38	
	CD	43	41	
	E	39	36	
	F	36	36	36
DISTRICT II	G & L	32	32	32
	H & K	28	28	
	I	31	31	
	J	34	34	
DISTRICT III	B	46	44	
	C, D H, I J, K, L, M	44	42	
	F	44	42	40
	E	42	40	
	G & N	45	43	41
DISTRICT IV	O, Q, R, T	50	50	50
	P	52	50	49
	S	54	52	51
	U	47	45	44
	V	52	52	51

POSSIBLE EXCEPTIONS

UNIT(S)	10'W	12'W	14'W
B22	32	32	
C212	40	40	
E-1	37	37	
I8 & 9, J8	55	55	
L-2 & 3	50	50	
G2, H1 & 2	58	58	
O201, O201A	46	46	
O213, O215	52	52	52
O214	60	60	60
Q201	60	60	
Q212	52	52	52
Q213	57	57	57
R201	60	60	
R211	57	57	57
R212	60	60	60
T201	60	60	
T211	57	57	57
T212, U209	57	57	57
U210	60	60	60

SETBACK DIMENSION TABLE FOR RMH-1 DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK	BACK (NON-ENTRY SIDE OF M.H. FROM PATIO)
A & F	M.H.	EDGE OF SIDEWALK	2-FT	8-FT, 4-IN
F20 - F27	M.H.	INSIDE WALL	2-FT	10-12 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. 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 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.
- 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. Example: between two single-wide mobile homes or between a single-wide mobile home and a double-wide mobile home.
- D. All roof extensions and protrusions shall be included and referenced as points of measurement in determining setbacks. The only exception will be siding, door casings and window casings, which shall not exceed a maximum of 1 ½ inches, and for gutters, which shall not exceed a maximum of 5 inches. No extension shall be allowed over a public right-of-way.

SETBACK DIMENSION TABLE FOR RMH-II DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK	BACK (NON-ENTRY SIDE OF M.H. FROM PATIO)
G & L	M.H. AWNING	EDGE OF SIDEWALK 1-FT FROM M.H. CORNER	2-FT 2-FT FROM M.H. CORNER	8-FT, 4-IN 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	8-FT, 4-IN 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	8-FT, 4-IN N/A

NOTES TO SETBACK FROM RMH-II DISTRICT

- A. All patio awnings, including gutters, must be at least 5 feet from any other structure.
- B. 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.

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- 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. Example: between two single-wide mobile homes or between a single-wide mobile home and a double-wide mobile home.
- D. All roof extensions and protrusions shall be included and referenced as points of measurement in determining setbacks. The only exception will be for siding, door casings and window casings, which shall not exceed a maximum of 1 ½ inches, and for gutters, which shall not exceed a maximum of 5 inches. No extension shall be allowed over a public right-of-way.

SETBACK DIMENSION TABLE FOR RMH-III DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK	BACK (NON-ENTRY) SIDE OF M.H. FROM PATIO
B-C-D-E-H-I-J-K-L-M	M.H.	2-FT FROM STREET TO M.H. CORNER	SEE NOTES	10-FT
F-G-N	M.H.	1-FT FROM STREET	SEE NOTES	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. Example: between two single-wide mobile homes or between a single-wide mobile home and a double-wide mobile home. An exception is permitted when the rear back sides of two mobile homes are opposite each other, in which event the minimum spacing requirement is 4 feet. When replacing an existing mobile home, the present spacing must be maintained, which is from 4 feet up to 10 feet.
- D. All roof extensions and protrusions shall be included and referenced as points of measurement in determining setbacks. The only exception will be for siding, door casings and window casings, which shall not exceed a maximum of 1 ½ inches, and for gutters, which shall not exceed a maximum of 5 inches. No extension shall be allowed over a public right-of-way.

SETBACK DIMENSION TABLE FOR RMH-IV DISTRICT

ROWS	ITEM	FRONT-END SETBACK	REAR-END SETBACK	BACK (NON-ENTRY) SIDE OF M.H. FROM PATIO
O-Q-R-T	M.H.	TO STREET	13-FT FROM INSIDE OF SEAWALL	10-FT BUT 3-FT, 6-IN FROM LOT LINE
P & S	M.H.	2-FT FROM STREET	SEE NOTES	10-FT BUT 3-FT, 6-IN FROM LOT LINE
U	M.H.	2-FT FROM STREET	6-FT FROM INSIDE OF SEAWALL	3-FT, 6-IN FROM LOT LINE
V	M.H.	2-FT FROM STREET		10-FT, BUT 3-FT, 6-IN FROM 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 feet 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.
- F. All roof extensions and protrusions shall be included and referenced as points of measurement in determining setbacks. The only exception will be for siding, door casings and window casings, which shall not exceed a maximum of 1½ inches, and for gutters, which shall not exceed a maximum of 8 inches. No extension shall be allowed over a public right-of-way.

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

- 1. Briny Breezes, Inc. shall not be liable for any fines or penalties imposed due to the undersigned’s failure to comply with the Town of Briny Breezes regulation, State Motor Vehicle regulations and the Florida State and Palm Beach County Department of Health regulations.
- 2. Briny Breezes, Inc., and /or 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.

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3. 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 the Board of Directors.
4. 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.
5. 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.
6. Applicant shall notify Briny Breezes, Inc. when a new home or 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.
7. 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.
8. Effective June 15, 1989, 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.