



## PLANNING, ZONING & BUILDING DEPARTMENT TOWN OF PALM BEACH

### **HOW TO SCHEDULE or CANCEL INSPECTIONS**

Log on to the Town's website at [www.townofpalmbeach.com](http://www.townofpalmbeach.com) and click on the box for "Permits."



#### **FOR PERMITS ISSUED IN EPL (AFTER 4/1/2024:)**



Here you can login OR register on the upper right corner of the screen for the Citizen Access Portal. Once registered you will need to complete a contractor registration to submit permits.

From your portal you will be able to track permits, pay invoices and schedule inspections.

#### **FOR PERMITS ISSUED IN EDEN (PRIOR TO 4/1/2024:)**



Here you can access the link to our EDEN "Citizen Access Portal" where you will log in to your account (if you have not already created an account you will need to do so to schedule inspections). Select "Request Inspections" button to schedule or cancel an inspection.

#### **NOTES:**

- You may schedule an inspection for your requested date no later than 11:59 pm on the date prior to an inspection.
- To get an approximate time for your inspection, or to cancel an inspection **PRIOR TO 9:00AM**, contact the inspector shown on the web assigned to your inspection.
- To cancel an inspection after 9:00am, contact the office staff at 561-838-5431.

## **INSPECTORS OFFICE PHONE NUMBERS:**

Mike Olbrych	561-227-6416	James Lydon	561-227-6417
Brian Thomas	561-227-6407	Electrical Inspector	561-227-6419
Craig Johns	561-227-6421	Hybyrd Inspectors	561-547-5701
Public Works Drainage	561-227-6494	CAP Inspectors	561-508-0615
Right of Way Inspector	561-227-7042	Fire – Martin Deloach	561-227-6497

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

It is the owner's responsibility to comply with the provisions of F.S. 469.003 regarding asbestos, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

## **NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE**

The Town wants you to be as informed as possible about local regulations that could affect your ability to continue working at individual job sites. All contractors should understand and comply with the "3-Strike Construction Parking Rule." If and when a contractor should receive three parking tickets/strikes at a job site for parking non-authorized construction vehicles on the street, the PZ&B Director is obligated by local code to issue a Stop Work Order. The rules are structured as follows:

1. Vehicles belonging to or being used by personnel working on or visiting a construction site are to be parked off the roadway and on the private site if possible.
2. If the contractor shows that all vehicles cannot be parked on the site, he can apply for construction parking permits authorizing up to three construction-related vehicles to park on the street where legally permissible if approved by the Town. You can make such an application at the PZ&B Department (Town Hall). The property owner must acknowledge understanding the 3-strike for construction parking rules and the consequences for noncompliance.
3. Unauthorized/excessive vehicles parked on Town streets at construction sites can be ticketed by either Public Works or the Police Department.
4. If and when a contractor receives three tickets/strikes at any individual site, the PZ&B Director is to issue a Stop Work Order.
5. An appeal process (at the staff level) is built into the rules. Appeals, if filed, must be made in writing within seven (7) days of ticket issuance.
6. Once a Stop Work Order has been issued, work is not to recommence unless the contractor requests that the Town Council reinstate the building permit.
7. The Town Council has broad discretion in determining what, if any, conditions (including additional fines) are to be placed on reinstatement. Please note that the Town Council meets once a month. Long work stoppages could potentially occur.

You are encouraged to police your construction site(s) very carefully to see that three strikes never occur. If that should happen, you should expect that a STOP WORK order will be issued. That action, regrettable as it may be, is now an automatic procedure. Please govern your crews and manage your parking plan accordingly. Thank you.

# ATTENTION CONTRACTORS

## STOP FALSE ALARMS

It is Your Responsibility to avoid damaging your customers Smoke Detectors during construction. Construction dust, hot work, fumes and other construction activities cause alarm activations. Once the construction is complete, if the fire detectors are not cleaned and calibrated, they will not function as designed and can cause additional false fire alarms.

Please ensure when you or your team start a job, that the smoke detectors are all covered before you start construction this will prevent dust accumulation in the detector chamber. At the end of the day covers must be removed. If possible, change to heat detectors during the construction period and change back to the smoke detectors after the construction is completed.

When hot work is performed, (soldering pipe or connecting Freon lines), you must protect the smoke detectors or temporarily take them out of service in the immediate area of the hot work. Sawing, grinding, and drilling operations all cause dust that can set off a smoke detector.

Detectors in areas where painting is taking place should be removed or covered to prevent paint fumes from entering the detection chamber or getting on the chambers or elements of the detector. Detectors with paint exposure or painted detectors must be replaced as well as any sprinkler heads that are painted.



### CLEANING THE SENSING CHAMBER ON THE SENSOR HEAD

If the **System Sensor** smoke detector heads are not removed during the construction phase and the sensor chamber becomes dirty causing a maintenance condition (it will not always be visible on the exterior black screen on the sensor head), the sensor head must be cleaned with compressed air. To clean the sensor head chamber, follow these step-by-step instructions:

1. Remove the **System Sensor** smoke detector head to be cleaned from the duct smoke detector housing by twisting it in a counterclockwise direction.
2. Remove the smoke sensor cover by pulling outward on each of the four removal tabs that hold the cover in place.
3. Vacuum the screen carefully without removing it. If further cleaning is required continue with Step 4. otherwise, skip to Step 7.
4. Remove the chamber cover/screen assembly by pulling it straight out.
5. Use a vacuum cleaner or compressed air to remove dust and debris from the sensing chamber.
6. Reinstall the chamber cover/screen assembly by sliding the edge over the sensing chamber. Turn until it is firmly in place.

7. Replace the cover using the holes for the LEDs for alignment and then gently push it until it locks into place.
8. Reinstall the **System Sensor** smoke detector head in the duct smoke detector housing by aligning it in the housing and twisting it in a clockwise direction.

**Note:** Cleaning only the sensor head's exterior black screen will not remove any drywall dust in the smoke sensing chamber.

**Note:** Should the System Sensor duct smoke detector remain in a "maintenance" condition after cleaning, then it may require the complete replacement of the sensor head.



To clean the detectors properly, what's not mentioned by the NFPA is the detectors have to be taken apart to clean them.

Some manufacturers make it easy to take the detectors apart and clean; other manufacturers make it difficult. Sometimes by taking it apart to clean, the UL rating of the detector may be ruined.

Basically, to find out, you have to read the instructions and know the detector.

The best work process is to cover the detector. If you do not have one of the commercially available detector covers and have to improvise. Blue painters tape can be used but must be removed as soon as the dust levels are safe. They must be uncovered and in operation at the end of the day. The code only allows them to be out of service for 4 hours without creating a fire watch.

## **Please take the time to protect the equipment and avoid any false alarms.**

False Alarms can be costly to you and your team. Contractor derived false alarms will bring a fine for the first one based on a fine schedule created by the Town Council. **This is part of the 3 STRIKE RULE and can have a STOP WORK ORDER placed on your job site.**

All Life Safety Devices are required to remain operational during construction or a renovation. At no time can the system be shut off or disconnected more than 10 hours in a 24 hour period without a formal Fire Watch Established.



**Code Enforcement Department & Planning, Zoning & Building Department**

Town of Palm Beach  
345 South County Road  
Palm Beach, FL 33480

(561) 227-7080

Town of Palm Beach  
360 South County Road  
Palm Beach, FL 33480

(561) 838-5431

## WORKING HOURS for CONSTRUCTION and LAWN MAINTENANCE

<b>WORTH AVENUE HOURS - May 1 thru October 31 ONLY</b>								
	Mon	Tue	Wed	Thu	Fri	Sat	Sunday	Holidays
Work Allowed	8am-8pm	8am-8pm	8am-8pm	8am-8pm	8am-8pm	8am-8pm	NO WORK	NO WORK
Arrival no earlier than:	7:30am	7:30am	7:30am	7:30am	7:30am	7:30am	NO WORK	NO WORK
No Site Activity earlier than:	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am	NO WORK	NO WORK
NOV 1 thru APR 30	NO WORK							

<b>SUMMER HOURS (for areas other than Worth Ave) - May 1 thru October 31 ONLY</b>								
	Mon	Tue	Wed	Thu	Fri	Sat*	Sunday	Holidays
Work Allowed*	8am-6pm	8am-6pm	8am-6pm	8am-6pm	8am-6pm	9am-5pm*	NO WORK	NO WORK
Arrival no earlier than:	7:30am	7:30am	7:30am	7:30am	7:30am	8:30am*	NO WORK	NO WORK
Quiet Interior work only	8am-9am	8am-9am	8am-9am	8am-9am	8am-9am	9am-5pm*	NO WORK	NO WORK
No Site NOISE* earlier than:	9:00am	9:00am	9:00am	9:00am	9:00am	INTERIOR ONLY	NO WORK	NO WORK
PERMITTED on Saturday's**	-	-	-	-	-	QUIET ONLY*	NO WORK	NO WORK
*QUIET ONLY: Interior work, quiet lawn maintenance & tree trimming						QUIET ONLY*	NO WORK	NO WORK
PROHIBITED ON SATURDAYS	-	-	-	-	-	Material Deliveries*		
						Concrete Pours/Concrete Sawing*		
						Demo/Razing of Bldgs(except non-mechanical cleanup)*		
						Operation of any heavy equipment or machinery*		

<b>WINTER HOURS – November 1 thru April 30 each year:</b>									
	Mon	Tue	Wed	Thu	Fri	Sat	Sunday	Holidays	FROM 12/24 TO 1/1
Work Allowed	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	7:30-5:30	NO WORK	NO WORK	NO WORK	NO WORK^^
Arrival no earlier than:	7:00am	7:00am	7:00am	7:00am	7:00am	NO WORK	NO WORK	NO WORK	NO WORK^^
Quiet Interior work only	7:30-8:30	7:30-8:30	7:30-8:30	7:30-8:30	7:30-8:30	NO WORK	NO WORK	NO WORK	NO WORK^^
No Site NOISE* earlier than:	8:30am	8:30am	8:30am	8:30am	8:30am	NO WORK	NO WORK	NO WORK	NO WORK^^
*No heavy equipment or other construction related and lawn maintenance noise before 8:30 M-F						NO WORK	NO WORK	NO WORK	NO WORK^^
<b>For multi-family properties, south of Sloan's Curve which are not located on Ibis Isle</b> that have an association board that approves of <b>Saturday</b> work hours, and a copy of the letter indicating the Saturday work hours have been approved by the association board is on record with the Town. <u>Saturdays - QUIET INTERIOR WORK between 9:00AM to 5:00PM</u>						QUIET INTERIOR WORK ONLY WITH LETTER	NO WORK	NO WORK	NO WORK
<b>^December 24 through January 1, CONSTRUCTION WORK NOT PERMITTED! ALL construction work is prohibited per Ordinance No 7-2025.</b>									
<b>*December 24 and December 31, QUIET LAWN MAINTENANCE work is permitted only until NOON. Per Resolution No 155-2025</b>									

**LAWN MAINTENANCE Section 2. 42-230 Lawn Maintenance**

a) Lawn maintenance in the town shall be limited to the hours outlined for construction work at section 42-199 (as stated above) and all gas and electric powered lawn maintenance equipment, including leaf blowers, shall be subject to the same restrictions as heavy equipment as described in said section. **However, lawn maintenance equipment may be used on the Wednesday immediately preceding Thanksgiving and on the Friday immediately following Thanksgiving from 9:00 AM to 5:00 PM with quiet work only (no gas or electric powered lawn maintenance equipment or leaf blowers) from 1:00 PM to 5:00 PM on the Friday immediately following Thanksgiving.** \*December 24 and December 31, QUIET LAWN MAINTENANCE work is permitted only until noon. Per Resolution No 155-2025

# Holiday Dates that Impact Construction and Landscaping

NO CONSTRUCTION or LANDSCAPING work will be permitted on any of the Federal, Observed, or Town-observed holiday dates as listed below.

**LANDSCAPING ONLY may be done as noted with the double asterisk (\*\*).**

**Please refer to specific times on the attached table.**

2025 Calendar Year	
Wednesday, January 1, 2025	New Year's Day ( <i>Town Observed</i> )
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	Presidents' Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, November 11, 2025	Veterans' Day
Wednesday, November 26, 2025	<b>**Day before Thanksgiving **</b>
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	<b>**Day after Thanksgiving ** (Town Observed)</b>
Wednesday, December 24, 2025	<b>**Christmas Eve (Town Observed) **</b>
Thursday, December 25, 2025	Christmas Day
Friday, December 26, 2025	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Saturday, December 27, 2025	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Sunday, December 28, 2025	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Monday, December 29, 2025	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Tuesday, December 30, 2025	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Wednesday, December 31, 2025	<b>**New Year's Eve (Town Observed) **</b>
2026 Calendar Year	
Thursday, January 1, 2026	New Year's Day ( <i>Town Observed</i> )
Monday, January 19, 2026	Martin Luther King, Jr. Day
Monday, February 16, 2026	Presidents' Day
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
Friday, July 3, 2026,	Independence Day ( <i>Town Observed</i> )
Saturday, July 4, 2026	Independence Day
Monday, September 7, 2026	Labor Day
Wednesday, November 11, 2026	Veterans' Day
Wednesday, November 25, 2026	<b>**Day before Thanksgiving **</b>
Thursday, November 26, 2026	Thanksgiving Day
Friday, November 27, 2026	<b>**Day after Thanksgiving ** (Town Observed)</b>
Thursday, December 24, 2026	<b>**Christmas Eve (Town Observed) **</b>
Friday, December 25, 2026	Christmas Day
Saturday, December 26, 2026	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Sunday, December 27, 2026	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Monday, December 28, 2026	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Tuesday, December 29, 2026	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Wednesday, December 30, 2026	<b>No Construction Work Permitted per Ord. No 7-2025</b>
Thursday, December 31, 2026	<b>**New Year's Eve (Town Observed) **</b>

TOWN OF PALM BEACH

CONSTRUCTION INSPECTION CODE LIST - SORTED BY TRADE

Inspections denoted with the following \*\* MUST be done by Town Inspector \*\* - MAY NOT be done by a private provider/inspector.

**ARCOM/LPC REQUIRED INSPECTIONS \*\***

These inspections MUST be done by Town Staff \*\*

- 8500 ARCOM/LPC Foundation (Pre-pour)
- 8510 ARCOM/LPC Upper Roof (after trusses set)
- 8520 ARCOM/LPC Pre-pour on tie-beam
- 8580 ARCOM/LPC Pre-Final (Call Brad Falco to schedule 561-227-6409)
- 8590 LPC/TAX ABATEMENT FINAL

**BUILDING INSPECTIONS**

- 1101 Grade Beam Pour/Footer/Foundation
- 1102 Piling (\*Structural Engineer Certification Req'd)
- 1151 Stem Wall
- 1201 Ground Slab (Also schedule 8001, if applicable)
- 1202 Site Wall, Footer
- 1203 Site Wall, Columns
- 1204 Site Wall, Tie beam
- 1205 Wall Steel/Columns
- 1206 Filled Cells
- 1207 Tie Beam
- 1208 Floor Framing or Raised Slab
- 1209 Red Iron
- 1210 Stair Steel
- 1211 Truss
- 1212 Framing, Roof
- 1213 Roof Sheathing
- 1214 Tie Down Exterior
- 1215 Window/Door Bucks
- 1216 Mullions
- 1217 Window Clips/Brackets
- 1218 Tin Tag/metal
- 1219 Wall Sheathing - Exterior
- 1251 Roofing In Progress
- 1252 Exterior Lathing
- 1254 Steel, Pool/Spa/Fountain
- 1301 Framing, Walls (Also schedule 5808)
- 1302 Framing, Ceilings
- 1303 Framing, Elevator
- 1304 Window/Door Fasteners
- 1305 Fire Door
- 1351 Insulation, Roof
- 1352 Insulation, Walls
- 1353 Fire Safing
- 1401 Fire Walls
- 1402 Drywall
- 1801 Alter Slab
- 1802 Sound Insulation/Underlayment
- 1803 Pool Patio Slab/Deck
- 1804 Driveway/Walks
- 1805 Shutter Framing/Anchors
- 1806 Footer Awning
- 1851 Garage Door Buck
- 1852 Final, Garage Door
- 1853 Final, Fences/Wall
- 1854 Final, Roof
- 1855 Final, Landscape
- 1856 Final, Pool
- 1857 Final, Spa
- 1858 Final, Fountain
- 1859 Final, Dock
- 1860 Final, Site Work
- 1861 Final, Elevator
- 1862 Final, Shutters
- 1863 Final, Awning
- 1899 TCO Walkthrough
- 1901 Final, Building (Also schedule 8003, if applicable)
- 1911 Final, Annual Facilities

**ELECTRICAL INSPECTIONS**

- 3051 Concrete Encased Electrode
- 3151 Slab
- 3202 Bonding, Pool/Spa/Fountain
- 3203 Bonding, Pool Deck
- 3250 Rough Electric
- 3251 Rough, Wall
- 3252 Rough, Ceiling
- 3255 Rough, Fire Alarm (Also schedule 5255)
- 3256 Rough, Low Voltage
- 3257 Pool/Spa underground
- 3701 Feeder Termination Torque
- 3702 Fixture/Equipment Listing & Labeling
- 3751 Early Power Release
- 3752 Bonding, Light Niche
- 3801 Underground
- 3802 Final, Low Voltage
- 3803 Final, Fire Alarm (Also schedule 5805)
- 3805 Temporary Power
- 3807 Final, Pool Electric
- 3850 Rough
- 3851 Final, Electric
- 3951 Service Change Update
- 8101 Generator Decibel Test (Call Code to Schedule 561-227-7080)

**MECHANICAL INSPECTIONS**

- 4151 Slab
- 4251 Rough
- 4751 Start-up
- 4752 Ventilation
- 4753 Hood
- 4851 Final, Mechanical

**FIRE RESCUE INSPECTIONS \*\***

- 5251 Rough, Wall Framing (Fire)
- 5255 Rough, Fire Alarm (Also schedule 3255)
- 5710 Fire Main, Fire Standpipe Pressure
- 5730 Rough, Fire
- 5750 Fire Department Access
- 5801 Final, Fire Suppression
- 5802 Rough, Pressure Test Fire Sprinkler
- 5803 Fire Hydrant Water Flow
- 5804 Fire, Tent
- 5805 Final, Fire Alarm (Also sched 3803)
- 5806 Final, Fire Sprinkler
- 5808 Fire, Framing (Also schedule 1301)
- 5910 Rough, Photovoltaic Fire
- 5920 Rough, Photovoltaic Fire Roof
- 5930 Final, Photovoltaic Fire
- 5940 Final, Fire Generator
- 5950 Final, Fire

**FLOODPLAIN INSPECTIONS**

- 8001 Rough, Floodplain (Also schedule 1201)
- 8003 Final, Floodplain (Also schedule 1901)

**PRIVATE PROVIDER INSPECTIONS**

- 6010 PRIVATE PROVIDER (Building)
- 6020 PRIVATE PROVIDER (Plumbing)
- 6030 PRIVATE PROVIDER (Electric)
- 6040 PRIVATE PROVIDER (Mechanical)
- 6090 PRIVATE PROVIDER (Gas)

**GAS INSPECTIONS**

- 9251 Rough, Gas
- 9252 Underground, Gas
- 9851 Final, Gas

**PLUMBING INSPECTIONS**

- 2001 Cap Off, Water
- 2151 1st Rough Plumbing/Underground
- 2201 Pool, Main Drain
- 2251 2nd Rough Plumbing/Top Out
- 2253 Fire Main Underground Pressure Test
- 2254 Aboveground Sprinkler Pressure Test
- 2255 Add/Replace Fire Sprinkler Heads
- 2256 Shower Pan/Tubs
- 2301 Perimeter Piping, Pool/Spa/Fountain
- 2801 Final, Underground Sewer /Backflow Devices
- 2802 Final, Lawn Sprinkler
- 2803 Final, Water Heater (1st & Final)
- 2804 Final, Pool, Piping
- 2805 Final, Spa, Piping
- 2806 Final, Fire Sprinkler
- 2852 Final, Plumbing

**PUBLIC WORKS INSPECTIONS \*\***

- 7001 Erosion Control Plan
- 7002 Sewer Cap Off
- 7003 Construction Screening
- 7004 Sewer Lateral
- 7005 Sewer Investigation
- 7501 Striping (Paint)
- 7502 Striping
- 7503 Mill & resurface
- 7504 Fill/Proctor Inspection
- 7505 Road Base
- 7506 Asphalt Patch
- 7507 Asphalt Milling Depth Check
- 7601 Assessment
- 7751 Rough Site Drainage
- 7775 Site Triangle
- 7801 Sewer Connection
- 7802 Rough Underground
- 7803 Drive / Curb / Sidewalk
- 7804 Dewatering
- 7805 Final Site Drainage
- 7806 Final Underground
- 7851 Final Public Works
- 7853 Densities
- 7855 Final Density Test/Paperwork
- 7899 Public Works TCO Walkthrough
- 7999 Traffic Maintenance
- 8110 Sod & Irrigate\*

**(Required 30 days after Demo)**

**ANNUAL FACILITIES INSPECTIONS**

- 6510 ANNUAL FACILITIES(Building)
- 6520 ANNUAL FACILITIES (Plumbing)
- 6530 ANNUAL FACILITIES (Electric)
- 6540 ANNUAL FACILITIES (Mechanical)
- 6550 ANNUAL FACILITIES (Fire)
- 6590 ANNUAL FACILITIES (Gas)

**TO SCHEDULE INSPECTIONS IN EPL (Permits issued AFTER 4/1/2024):** Log onto [www.townofpalmbeach.com](http://www.townofpalmbeach.com). Go to our EPL Portal and login. You can schedule or cancel inspections, as needed.

**TO SCHEDULE INSPECTIONS IN EDEN (Permits issued PRIOR TO 4/1/2024):** Go to [eden.townofpalmbeach.com](http://eden.townofpalmbeach.com), select Citizen Services/Permits & Inspections. Log in to your account to schedule inspections online.

**FOR 8101 GENERATOR DECIBEL TEST:** Call Code Enforcement to Schedule at (561) 227-7080.

**FOR 8110 Sod & Irrigate Inspection:** schedule inspection to be completed within 30days of demolition.

**FOR 8590 ARCOM/LPC Pre-Final:** Call Brad Falco to schedule 561-227-6409.

**FOR ROUGH, FIRE ALARM:** schedule both a 3255 & 5255 to allow both Fire Dept & Electrical inspections.

**FOR FRAMING, WALLS:** schedule both a 1301 & 5808 to allow both Fire Dept & Structural Building inspections.

**FOR FINAL, FIRE ALARM:** schedule both a 3803 & 5805 to allow both Fire Dept & Electrical inspections.