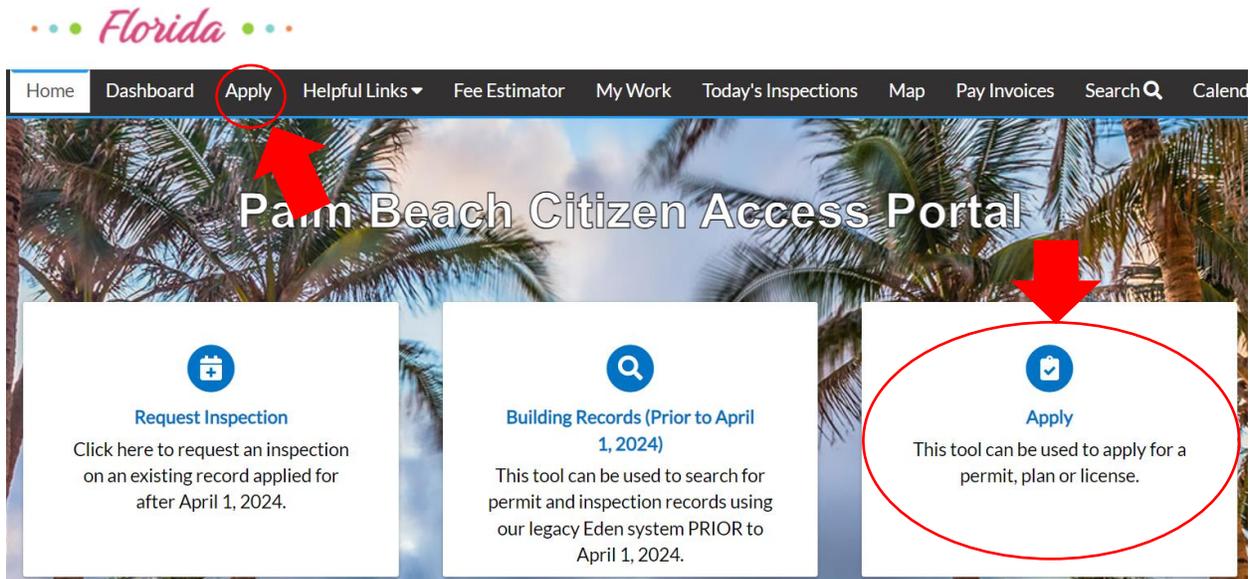


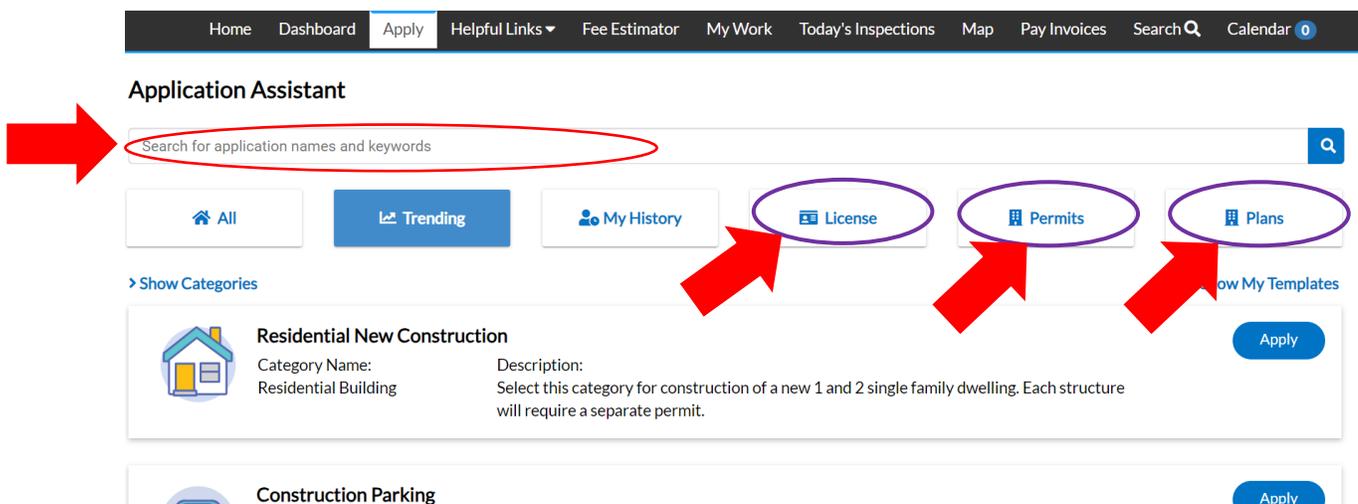


Palm Beach Citizen Access Portal – How to Apply for Event Permit

1. Sign in to your account on the [Citizen Access Portal](#). If you do not have an account, please create an account following the instructions found [here](#).
2. Select the “Apply” tile or tool bar tab.



3. Search for the type of permit you wish to apply for with the search bar or use the type using the tiles (shown in purple).



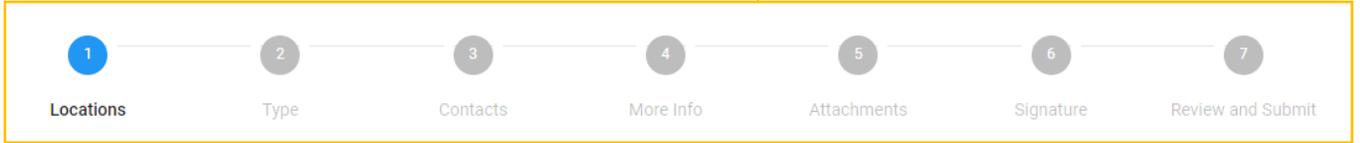
APPLICATION PAGE BASICS

This identifies the application that you are applying for.

Apply for Permit - Residential New Construction

Where you are in the application.

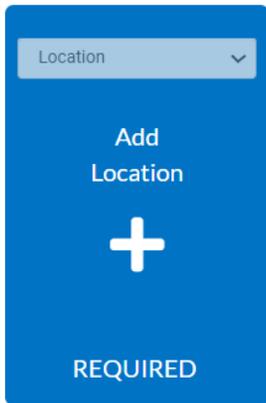
*REQUIRED



LOCATIONS

Select "Add Location" then search for the address of the project. You can search by physical address or parcel number. Only one location can be selected. If you are unable to locate the address, contact the permitting department at (561) 838-5431.

IMPORTANT: Parcel Numbers within the Town of Palm Beach begin with "50-43".



This saves where you are in your current application prior to submittal. This does not submit the application.

Create Template

Create a template of an application for application types (permits/ plans) that you apply for frequently.

Save Draft

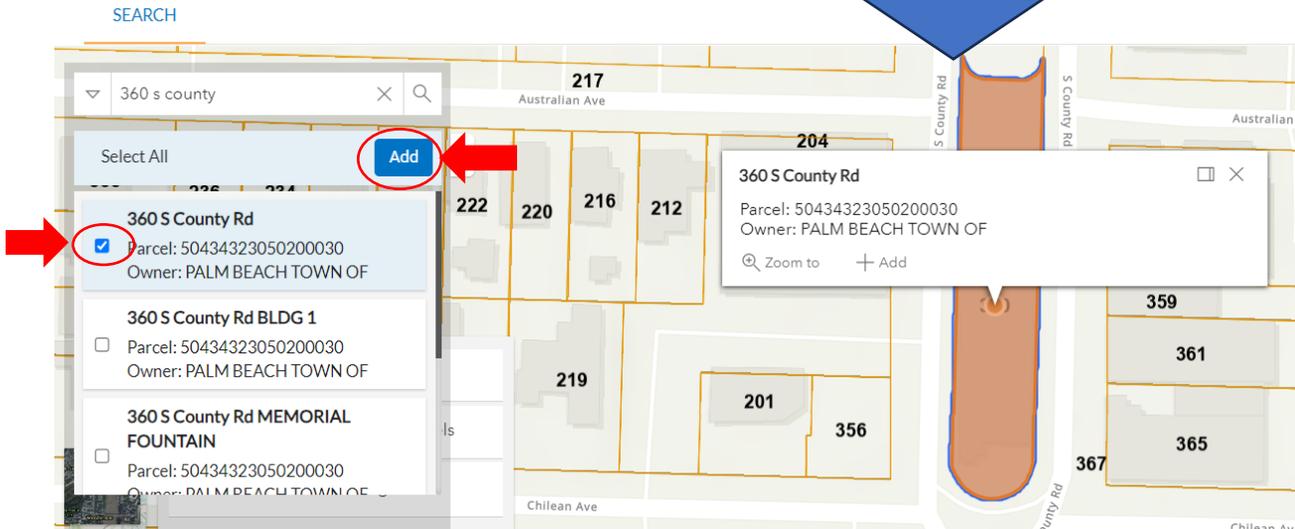
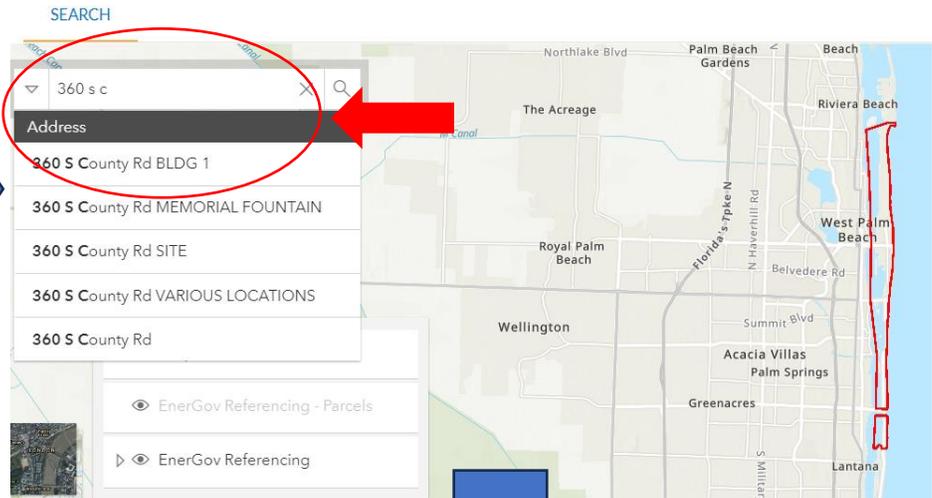
Next

Moves to the next page.

*Note: all Licenses, Permits, Plans follow the same steps (4 - 14). The example being used in this document is a Special Event permit. *

4. For the “Locations” Page: Click the “Add Location” tile. This will take you to a map and search bar. Using the search bar, start typing the subject property’s address. As you start to type, a drop down will appear, and you may choose the address from there. Once the address is selected, the map will zoom to that address and will list the main address and any buildings on the parcel. Select the address you are applying for and click “Add”.

to create the user, contact the permitter.
IMPORTANT: Parcel Numbers within the To



- Once you have been taken back to the "Locations" page and the correct location is shown in the box (circled in Orange), you may move on using the "Next" button.

LOCATIONS

Select "Add Location" then search for the address of the project. You can search by physical address or parcel number. Only one location can be selected. If you are unable to locate the address, contact the permitting department at (561) 838-5431.

IMPORTANT: Parcel Numbers within the Town of Palm Beach begin with "50-43".

Type: Location
360 County Rd, Palm Beach,
FL 33480

Main Address

Parcel Number
50434323050200030

Main Parcel

[Remove](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

- For the "Type" page, you will need to fill out the description and any other information on the page. Then select "Next".

NOTE: The "Permit Type"/ "Plan Type"/ "Company Type" cannot be changed as it is tied to the application you are applying for (circled in purple).

PERMIT DETAILS

In the below description field, provide a detailed explanation of event details.

NOTE: If there is any change that would alter the information given in this application while it is pending, the applicant shall notify the Town Clerk's Office within 48 hours of such change.

Permit Type Special Event

Description

Description is required.

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

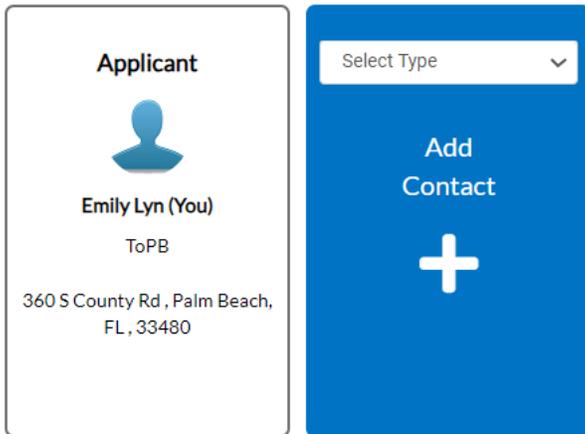
7. "Contacts" page, whoever is signed in and applying for the application will be the applicant. You will need to select the Owner and any other required contacts. Also, you may add additional contacts by clicking "Add Contact".

CONTACTS

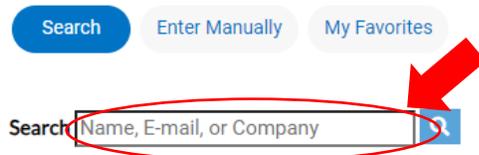
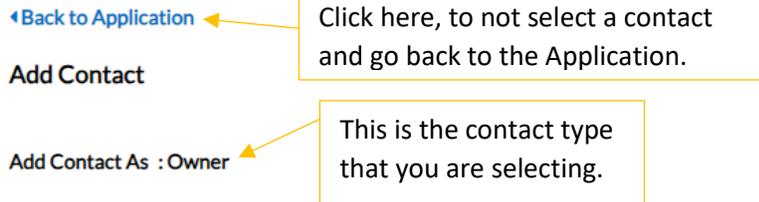
All contact cards displayed below must be provided. Please perform a search first to find your contact. If you are unable to locate the required contacts, after selecting the "Add Contact" card, click the Enter Manually tab to create the new contact.

SAVE TIME ON FUTURE SUBMISSIONS...

After clicking the "Add Contact" card, you can search for your contacts which you regularly reference and click the star located to the left of their name. This contact will now display under the My Favorites tab.



8. After clicking "Add Contact", you can select contacts using the following:
 - a. "Search" for contact using the search bar,



b. "Enter Manually" by filling out the information and if applicable add certifications. Then click "Submit".

Search **Enter Manually** My Favorites

Enter Manually

Certifications

- Click here to add Certified Residential Contractor certificate
- Click here to add Registered General Contractor certificate
- Click here to add Certified Building Contractor certificate
- Click here to add Registered Building Contractor certificate
- Click here to add Certified General Contractor certificate
- Click here to add Registered Residential Contractor certificate

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

c. "My Favorites" can be used once saved to favorites for contacts that you use often. To select a contact as a favorite, use the search bar to search for the person and then select the blue star to favorite.

Search **Enter Manually** My Favorites

Search **Name**

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
	First	Last	360 S County Rd Palm Beach FL 33480	ToPB	12sample@email.com	Add

Results per page 10 1 - 1 of 1

After completing the above, you can find your favorites under "My Favorites". And select "Add".

Search **Enter Manually** **My Favorites**

My Favorites

First Name	Last Name	Address	Company	Email	Action
First	Last	Address		12sample@email.com	Add
First	Last	Address		me@email.com	Add

Results per page 10 1 - 2 of 2

9. The “More Info” page is different for each plan, permit, or license application. Please read the instructions at the top of the page and select / fill out any all the fields to the best of your knowledge. Any item with a red asterisk is required to be filled out / selected prior to moving on to the next page. Once you have finished filling out the information, click the blue “Next” button to move on to the next page.

*** For this example, a Permit for a special event. ***

Note: Some field boxes are checklists (circled in green), drop-downs (circled in purple) or dates (circled in orange). For dropdowns, select from the listed options. For date field boxes, type in the long box or select the calendar button and select the date using the calendar (shown in orange).

***Is this a repeated event in the Town of Palm Beach**

If yes, date of last event 

Check all that apply:

- A temporary stage will be utilized
- A tent will be utilized
- Alcohol will be served
- Event includes Animals
- Fireworks will be utilized
- Food will be served
- Fundraising will take place
- Generators will be utilized
- None
- Outdoor lighting will be utilized
- Temporary signs will be utilized
- Valet services will be utilized

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Today Clear Close

Current Flood Zone Designation

Traffic / Parking Information [Previous Section](#) | [Top](#) | [Main Menu](#)

***Will support facilities be needed**

10. For “Attachments”, read the “FILE REQUIREMENTS”, “DIGITAL SIGNATURE”, and “NOTICE OF COMMENCEMENT” information on the top of the page prior to submitting documents. Once you are ready to submit documents, select the document tile you wish to upload. Document tiles with the label are required to be submitted prior to moving on to the next page.



Attachments

FILE REQUIREMENTS

Before submitting items for review, files must follow the below guidelines:

- Remove all special characters from the file name (use of an underscore or dash is acceptable)
- Unnecessary content removed.
- Layers removed/file flattened.
- Files attached within PDFs must be removed.
- Remove unnecessary markups such as SHX Text when PDFs are generated in CAD type applications.
- Reduce the file size as much as possible without reducing clarity below 300 DPI.
- Remove any file security.
- If a file's size is greater than 1000MB, split pages into multiple 1000MB files.
- Documents uploaded cannot have the same file name, if you see the message "File already exists:" please rename one of the files and attempt to upload the file again.
- IF APPLICABLE: Take note of the different plan types associated with this application. Certain applications require plan types to be separated.

Failure to follow all above requirements will cause a delay in processing your application for review.

Document tiles

This area shows what types of documents are supported or allowed to be uploaded.

Application
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

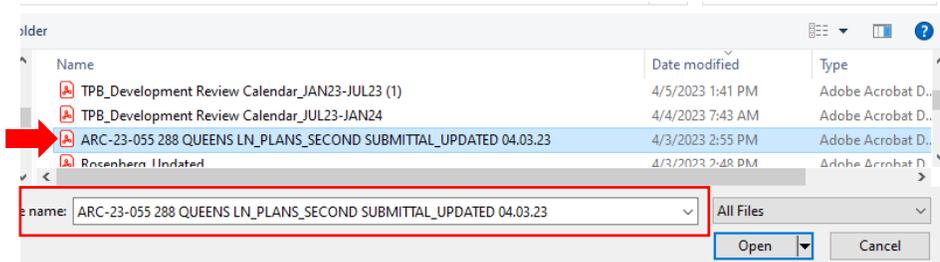
Insurance Certificate
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

Site Plan
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...
REQUIRED

Select Type
Add Attachment
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

Back Create Template Save Draft Next

11. After clicking the tile, your computer will open your file explorer, find the document you want to upload and select it, so that the file name is in the highlighted box. Once the file is selected, click “Open”. Repeat for all other attachments you would like to upload. Then, click the blue “Next” button at the bottom of the page.



12. Read the “Signature” page carefully prior to typing your name in the smaller box. You may sign / draw your signature in the large box with your mouse or finger (depending on what type of device you are currently using). Or you may toggle the “Enable Type Signature” to on and type your name within the “Type Name Here” box. Click “Next” button when finished.

Draw / Sign Signature:

Apply for Permit - Residential New Construction *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

By submitting this application, I am hereby applying to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction including Town Ordinances.

By signing below under the Florida State Statute, Section 668.50 (2) (h) and under penalty of perjury, I declare that the information contained in this building permit application is true and correct. 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.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Name
March, 01 2024

Draw Signature Here

Clear

Back Create Template Save Draft Next

Type Signature:

SIGNATURE

By submitting this application, I am hereby applying to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction including Town Ordinances.

By signing below under the Florida State Statute, Section 688.50 (2) (h) and under penalty of perjury, I declare that the information contained in this building permit application is true and correct. 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.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Name
March, 01 2024

13. On the “Review and Submit” page, review that the information you have provided is correct. If it is not and you need to go back to an earlier page, select the “Back” button at the bottom of the page.

Projects larger than 10 acres or 2 acres impervious shall require an Environmental Resource Permit (ERP) from the South Florida Water Management District.

ERP required

Attachments

Application	ARC-23-055 288 QUEENS LN_PLANS_SECOND SUBMITTAL_UPDATED 04.03.23_v1.pdf
Complete Building Plan (Building, Electrical etc)	ZON-23-090 235 SUNRISE AVE_UPDATE_SURVEY_v1.pdf

If the information is correct, please click the “Submit” button at the bottom or top of the page.

14. You will receive the following message once the application has been submitted.

Your application was successfully submitted!

Congratulations! Your application has been successfully submitted. After application review, an invoice will be generated. Payment will be required at that time which will allow your permit to proceed to plan review.

Accessing Your Templates and Drafts

Once signed in to your account, if you have created a template or saved a draft application you will follow the directions in this section.

1. Go to the drop-down menu in the top right corner of the portal page.
2. Select "Saved Work"

The screenshot shows the Palm Beach Citizen Access Portal. At the top left is the Town of Palm Beach logo. The top right shows the user's name "Good Afternoon, Guest" with a dropdown arrow. A red arrow labeled "1" points to this dropdown. Below the header is a navigation bar with links: Home, Apply, Helpful Links, Fee Estimator, Today's Inspections, Map, Pay Invoices, Search, and Calendar. The main content area features three cards: "Request Inspection", "Building Records (Prior to April 1, 2024)", and "Apply". On the right side, a blue-bordered dropdown menu is open, showing options: My Account, Personal Info, Addresses, My Invoices, My Businesses, Saved Work (highlighted with a red arrow labeled "2"), Contact Manager, and Log Out.

3. From the "Saved Work" page, you will be able to use templates or continue drafts. Use the two tabs to change between "MY TEMPLATES" and "MY DRAFTS".

Saved Work

MY TEMPLATES MY DRAFTS

My Templates

Module All

Sort Template Name

Module	Template Name	Type	Last Update	Action
No records to display.				

From the "MY TEMPLATES" and "MY DRAFTS" pages, you can use, update, resume, or delete your template or draft using the blue "Action" buttons (circled

Saved Work

MY TEMPLATES MY DRAFTS

My Drafts

Module All

Sort Module

Module	Type	Last Update	Action
Permit	Residential New Construction	02/29/2024 03:08:29 PM	Resume Delete
Plan	DEP Zoning Compliance Letter	12/21/2023 02:26:27 PM	Resume Delete