



## Palm Beach Citizen Access Portal – How to Apply for Licenses

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

... Florida ...

Home Dashboard **Apply** Helpful Links ▾ Fee Estimator My Work Today's Inspections Map Pay Invoices Search 🔍 Calendar

### Palm Beach Citizen Access Portal

- Request Inspection**  
Click here to request an inspection on an existing record applied for after April 1, 2024.
- Building Records (Prior to April 1, 2024)**  
This tool can be used to search for permit and inspection records using our legacy Eden system PRIOR to April 1, 2024.
- Apply**  
This tool can be used to apply for a permit, plan or license.

3. Search for the type of permit you wish to apply for with the search bar or use the tiles (shown in purple) to see the applications in the categories: “License”, “Permits”, or “Plans”.

Home Dashboard **Apply** Helpful Links ▾ Fee Estimator My Work Today's Inspections Map Pay Invoices Search 🔍 Calendar 0

### Application Assistant

Search for application names and keywords 🔍

All Trending My History **License** Permits Plans

> Show Categories Show My Templates

- Residential New Construction**  
Category Name: Residential Building  
Description: Select this category for construction of a new 1 and 2 single family dwelling. Each structure will require a separate permit.  
Apply
- Construction Parking**  
Apply

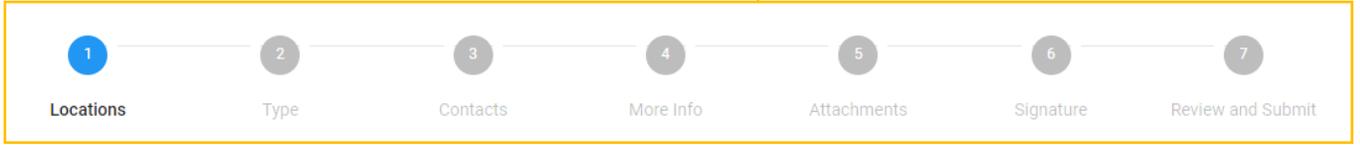
## APPLICATION PAGE BASICS

This identifies the application that you are applying for.

Apply for Permit - Residential New Construction

Where you are in the application.

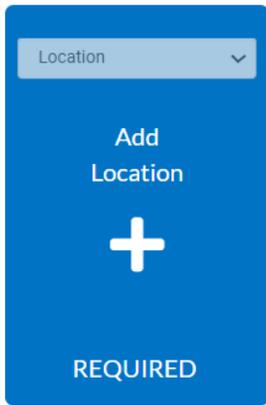
\*REQUIRED



### 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

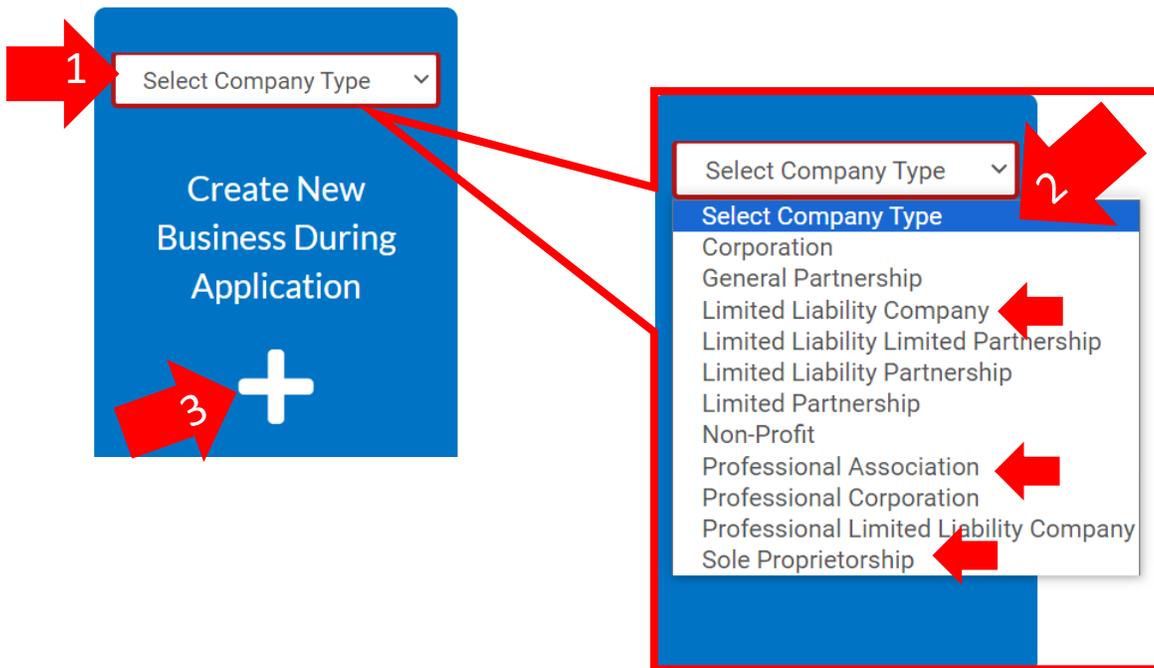
Moves to the next page.

\*Note: all Licenses follow the same steps (4 – 8). The example being used in this document is an Administrative Office license application. \*

4. Select the Company type using the drop-down menu and then select “Create New Business During Application”.

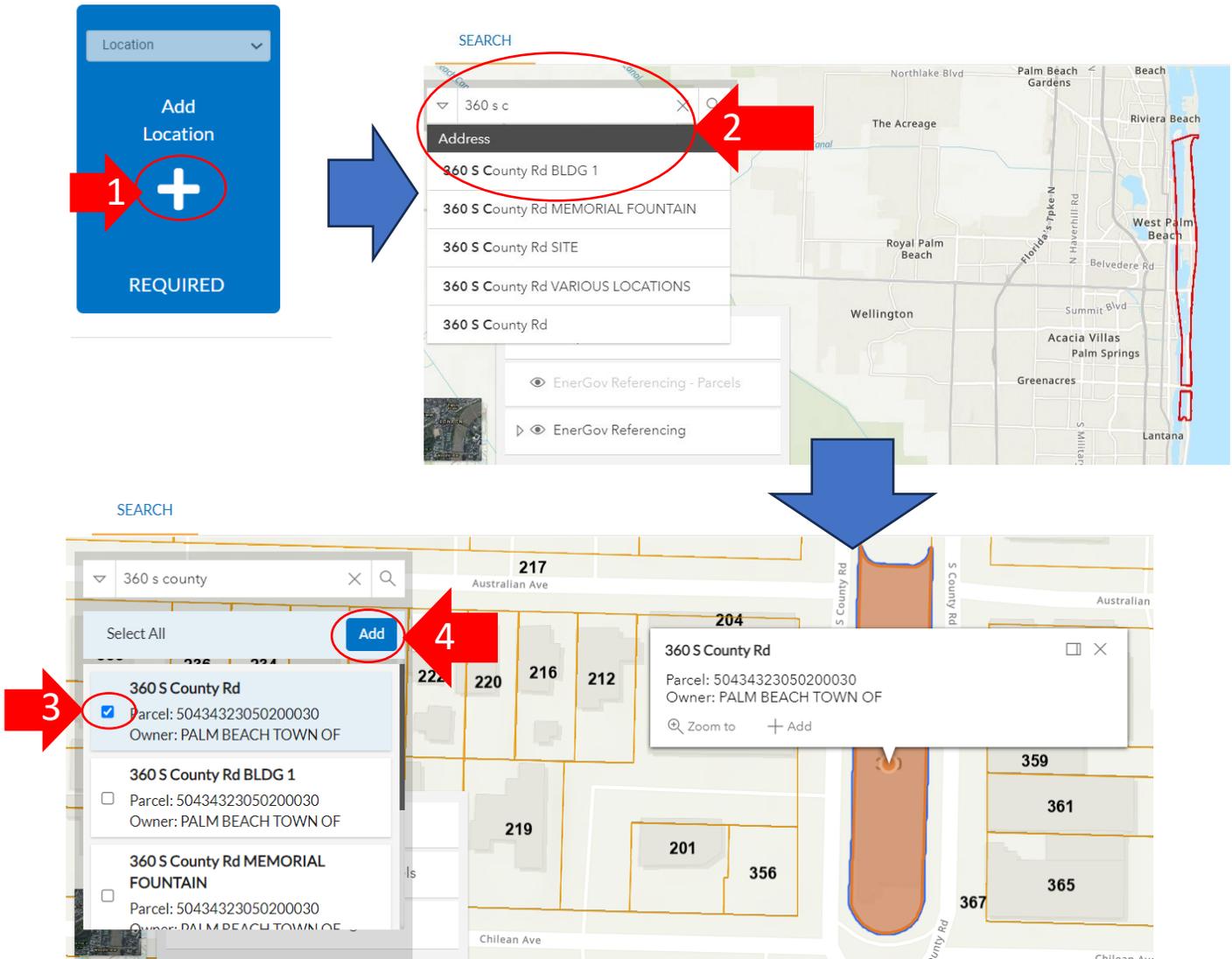
## Apply for License - Administrative Office

Select or create the business for this application



- 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 receive the address, contact the permitte  
**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. Fields that have a red asterisk (examples circled in red) are required prior to moving to the next page. Then select “Next”.

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

\* Company Type

\* Company Name

Business Description

DBA

\* Location

TIN

Tax ID

LICENSE DETAILS

\* License Type

\* Description

Back

Create Template

Save Draft

Next

8. "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.

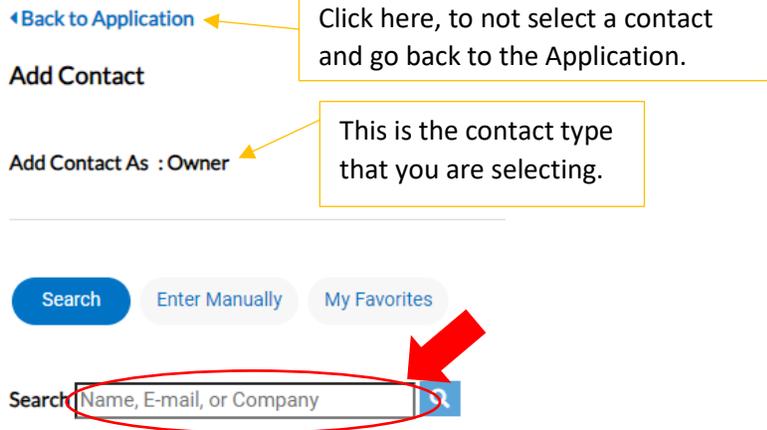
*\*\* Please note that contractors will need to submit a contractor registration application prior to being added as a contractor contact type on any permit application records\*\**

#### SAVE TIME ON FUTURE SUBMISSIONS....

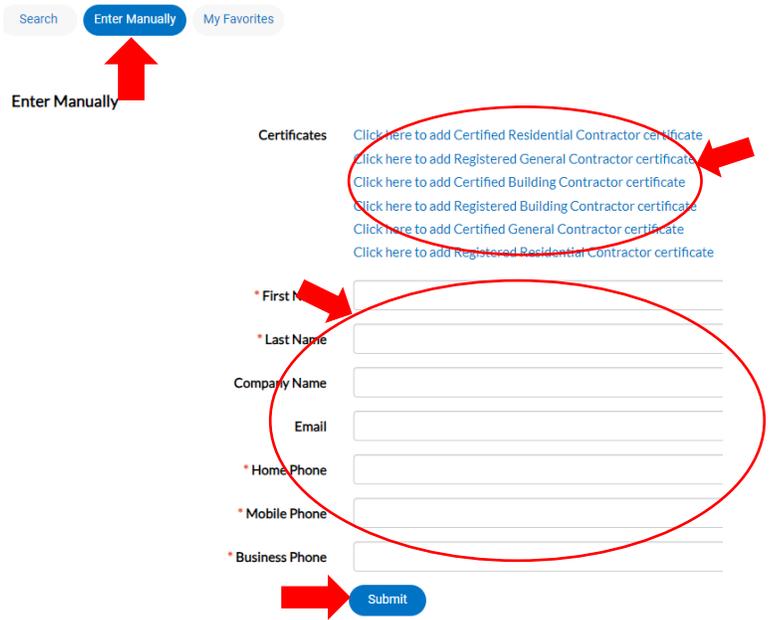
After clicking the "Add Contact" card, you can search for your contacts which you regularly reference and click the star located to the left of their name. This contact will now display under the My Favorites tab.

The screenshot shows the 'Add Contact' interface. On the left is an 'Applicant' card with a profile icon, the name 'Name (You) ToPB', and the address '360 S County Rd, Palm Beach, FL, 33480'. To the right are three blue buttons for adding contacts: 'Owner', 'Contractor', and 'Owner/Builder'. Each button has 'Add Contact' and a plus sign, and is labeled 'REQUIRED' at the bottom. A vertical dashed line separates the 'Contractor' and 'Owner/Builder' buttons, with 'OR' written between them. Below these buttons is a blue 'Add Contact' button with a plus sign. At the bottom of the interface are two buttons: 'Back' and 'Create Template'.

9. 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”.



- 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  

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	

Results per page 10  1 - 1 of 1 << < 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	
First	Last	Address		me@email.com	

Results per page 10  1 - 2 of 2 << < 1 > >>

10. The “More Info” page is specific for each license application type. 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 License for Administrative Office is being applied for. \*\*\*

Note: Some field boxes are 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).

Certification / License Expiration Date

Provide number of off-street (on-site) parking spaces available for employees on the subject property

\*Number of off-street (on-site) parking spaces

\*Indicate location where employees park off-site

\*Provide number of employees/staff per shift

\*Unit type

Total number of units

Back Create Template Save Draft Next

11. For “Attachments”, read the “FILE REQUIREMENTS” and “DIGITAL SIGNATURE” 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.



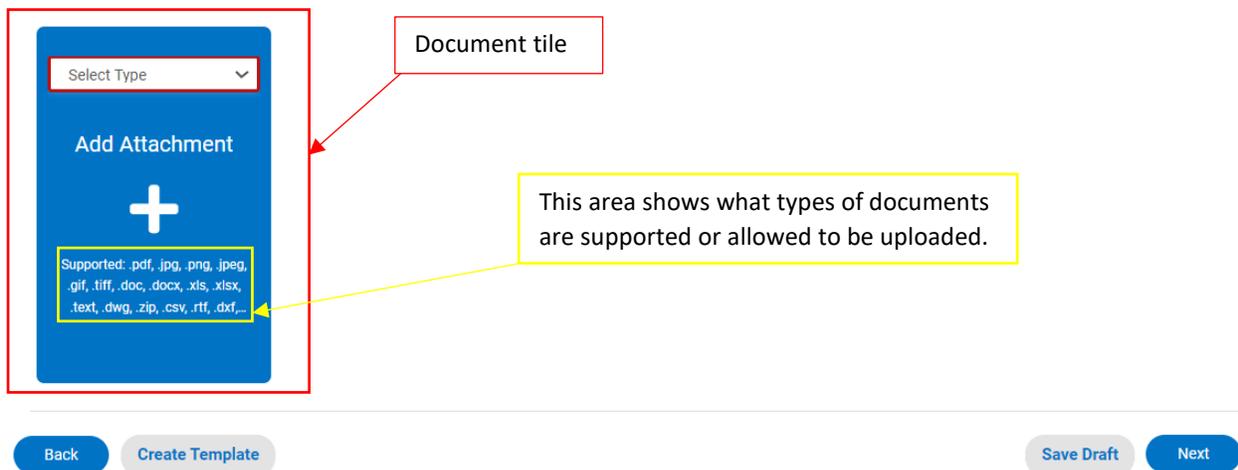
#### Attachments

##### FILE REQUIREMENTS

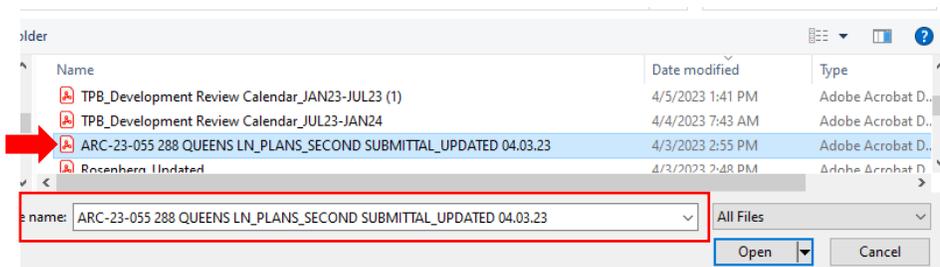
Before submitting items for review, files must follow the below guidelines:

- 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.

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



12. 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 within shown in the highlighted box. Once the file is selected, click “Open”. Repeat for all other attachments you would like to upload. Click the blue “Next” button at the bottom of the page to move to the next page.



13. 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 withing the “Type Name Here” box. Click “Next” button when finished.

### Draw / Sign Signature:

Apply for Permit - Residential New Construction

\*REQUIRED



#### 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

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.

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

Enable Type Signature

Type Name Here

Name March, 01 2024

14. 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

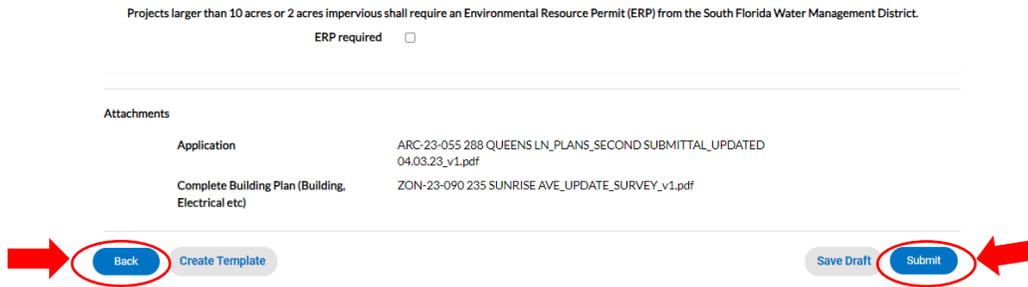
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Attachments

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

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[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)



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

15. 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.

[Continue to permit](#)