



# TOWN OF PALM BEACH

## Planning, Zoning and Building

THIS IS A REQUEST FOR:

\_\_\_\_\_ BUILDING PERMIT TIME EXTENSION

\_\_\_\_\_ WAIVER OF TOWN CODE SECTION 42-199, CONSTRUCTION WORKING HOURS

**Any request for a Building Permit Time Extension OR Waiver of Town Code Section 42-199, Construction Working Hours must be submitted to the Town no later than 30 days PRIOR to permit expiration or period of request. Please send the following items to Michelle Sentmanat at [msentmanat@townofpalmbeach.com](mailto:msentmanat@townofpalmbeach.com).**

1. Provide a detailed letter explaining the reasons why a time extension or waiver is being requested.
2. Provide a construction schedule to show completion timeline (CPM, Gantt Chart).
3. Provide a Statement of Nuisance Mitigation measures currently in place on the site.
4. Provide a Statement that first-class mailed notice to neighbors within 300 feet will be provided at least 25 days prior to the meeting at which the extension or waiver is to be considered.
5. Include with the above Statement, a copy of the above notification to neighbors. **NOTE: Must include in the notification letter to neighbors the permit number, site address, current permit expiration date and proposed expiration date. In addition, include the meeting date at which this matter will be considered.** Also, the following statement must be included in the notification: Comments or concerns regarding this request may be made on the Town website [here](#).
6. Provide a USPS Certificate of Mailing as proof of the mailed notice.
7. Payment – pay all applicable fees by the submittal deadline. Fees are NON-REFUNDABLE.

**Deadlines: See Schedule for submittal deadlines (page 3).** Town Council Meeting dates are subject to change. Please visit our website at [www.townofpalmbeach.com](http://www.townofpalmbeach.com)

- Town Council Development Review Date (Wednesday meeting): \_\_\_\_\_
- Deadline for submittal of request/backup must be received by: \_\_\_\_\_  
(Deadline is approximately two weeks prior to the Town Council Development Review Meeting).
- Deadline for Notice to Neighbors: \_\_\_\_\_  
(Notice to Neighbors must be provided 25 days in advance of TC/DRC Meeting)

Permit #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Length of time extension being requested: \_\_\_\_\_ (in days)

Specific request for waiver/working hours being proposed: \_\_\_\_\_

Proposed completion date if requested time extension is granted: \_\_\_\_\_  
(Must attach completion schedule)

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**VALUATION OF PERMITS TO DATE:**

(Original permit value and any permit updates containing valuation to date)

Job Address: \_\_\_\_\_

Permit# : \_\_\_\_\_ Job Value \$ \_\_\_\_\_

TOTAL valuation of project \$ \_\_\_\_\_

Value of remaining work to complete the project, even if included in valuation above. Include labor, materials and the value of any owner supplied items, etc. \$ \_\_\_\_\_

Time Extension fee due based upon 1% of this amount: \$ \_\_\_\_\_

Waiver fee due based upon 1% of this amount: \$ \_\_\_\_\_

Technology Fee (2% of permit fee above) \$ \_\_\_\_\_

Total Time Extension/Waiver Fee Paid: \_\_\_\_\_

(attach a copy of the receipt for payment)

\*\*Fees paid are non-refundable\*\* \$ \_\_\_\_\_

**OWNERS CERTIFICATION:** I certify the information listed above to be true and correct.

**CONTRACTOR CERTIFICATION:** I certify the information listed above to be true and correct.

\_\_\_\_\_  
OWNER SIGNATURE                      DATE

\_\_\_\_\_  
CONTRACTOR SIGNATURE                      DATE

**NOTARY TO OWNER**

**NOTARY TO CONTRACTOR**

**STATE OF**  
**COUNTY OF**

**STATE OF**  
**COUNTY OF**

Sworn to (or affirmed) and subscribed before me

Sworn to (or affirmed) and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_, By \_\_\_\_\_

20\_\_\_\_, By \_\_\_\_\_

Who are personally known \_\_\_\_\_ OR produced identification (Type of identification) \_\_\_\_\_  
OR Online Notarization \_\_\_\_\_.

Who are personally known \_\_\_\_\_ OR produced identification (Type of identification) \_\_\_\_\_  
OR Online Notarization \_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of Notary

**SEAL:**

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**Permit Time Extension Schedule – Subject to Change**  
**Please confirm the meeting and deadlines on our website**  
 Rev-20251211dm

<b>Town Council Development Review Meeting</b>	<b>Deadline for 25-day Notice to Neighbors AND Deadline for submittal of All Backup</b>
1/14/2026	12/19/2025
2/11/2026	1/16/2026
3/4/2026**	2/20/2026
4/15/2026	3/20/2026
5/13/2026	4/17/2026
6/10/2026	5/15/2026
7/15/2026	6/18/2026**
8/12/2026	7/17/2026
9/9/2026	8/14/2026
10/14/2026	9/18/2026
11/10/2026	10/16/2026
12/9/2026	11/13/2026

**\*\*All dates tentative and subject to change\*\***

NOTIFICATION TO NEIGHBORS  
*Sample language*

Date: \_\_\_\_\_

Dear Neighbor

Re: Project located at (site address): \_\_\_\_\_  
 Permit number: \_\_\_\_\_  
 Current Permit Expiration date: \_\_\_\_\_  
 Proposed New Expiration date: \_\_\_\_\_

This is to notify you that a request has been made to the Planning, Zoning & Building Department to be placed on the agenda for the next available Town Council meeting for consideration of a time extension request of xxx (be specific as to request being made).

Should you have questions or concerns regarding this project, please contact: Contractor, job superintendent, etc. include name, address, phone # to reach someone at your company

Also, comments or concerns regarding this request may be made in the Planning, Zoning & Building Department at 360 S County Rd., Palm Beach or by email to [publiccomment@townofpalmbeach.com](mailto:publiccomment@townofpalmbeach.com) \_\_\_\_\_