Please note: Separate permits for sub-contractor are no longer required!

**SITE ADDRESS**

- [ ] 
- [ ]

**DESCRIPTION OF STRUCTURE**

(Example: main house, garage, guesthouse, commercial tenant space)

**PROPERTY OWNER NAME**

- [ ]

**TENANT NAME**

- [ ]

**DESCRIPTION OF WORK**

- [ ]
- [ ]
- [ ]

**JOB VALUATION***

*Value for the ENTIRE project including all subs!

**CONTRACTOR CORPORATE NAME**

- [ ]

**CONTRACTOR DBA NAME**

- [ ]

**CONTRACTOR PHONE #**

- [ ]

**QUALIFIER NAME**

- [ ]

**QUALIFIER'S CERT. OF COMPETENCY #**

- [ ]

**CONTRACTOR EMAIL**

- [ ]

**MASTER PERMIT NUMBER**

- [ ]

**I hereby certify as the qualifier of**

(Primary Contractor)

that the subcontractor above

(Primary Contractor)

is working under my supervision

(Signature)

________ I have submitted a recorded NOC to the Town of Palm Beach for this project

________ Aggregate Job value does not require a recorded Notice of Commencement

Office Issued

---

Rev. 01/30/2020
CONSTRUCTION PERMIT TYPES

Please choose one permit type only. If indicated, please provide additional information in the applicable schedule (on page 3).

| BUILDING |  | E-RESIDENTIAL NEW CONST/ADD (1&2-FAM) (1) |  | E-RESIDENTIAL ALTERATION |  | E-RESIDENTAL OTHER (NO PLANS) |  | E-COMMERCIAL NEW CONSTRUCTION/ADD (1,3) |  | E-COMMERCIAL ALTERATION (3) |  | E-COMMERCIAL OTHER NO PLANS (3) |  | E-ROOF NEW/REROOF/REPAIR (2, 5, 6) |  | E-WINDOWS/DOORS/SHUTTERS/GARAGE DOORS |  | E-ANTENNA |  | E-ROOF NEW/ALTERATION/RECOVER (3 - tenant name only) |
| --- |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| BUILDING (DEMO) |  | D-INTERIOR DEMOLITION |  | D-DEMOLITION |  | D-FIRE RESCUE STANDARD (5,6) |  | D-FOUNDATION |  | D-EXHAUST |  | D-OTHER |  | D-SITE WORK/DRAINAGE |  | D-SIGN (3-Tenant Name, # of Stories Only) |

### ELECTRIC
- b-e01: E-ELECTRICAL
- b-e08: E-FIRE ALARM (3,6)

### MECHANICAL
- b-m01: M-MECHANICAL (5,6)

### PLUMBING
- b-p01: P-PLUMBING (5,6)
- b-p08: P-WATER HEATER REPLACEMENT ONLY (5,6)
- b-f01: P-FIRE SPRINKLER (6)
- b-p05: P-SITE WORK (IRRIGATION / BACKFLOW)

### GAS
- b-g01: G-GAS

### FIRE RESCUE
- f-f01: F-FIRE RESCUE STANDARD (5,6)

### OTHER
- b-f01: F-FLOOD PLAIN DEVELOPMENT (7)
- l-d01: L-DUNE PERMIT
- r-r03: R-FEE CHARGE

### CHANGES/UPDATES
- b-r02: R-CHANGE OF CONTRACTOR/QUALIFIER
- b-r04: R-PERMIT UPDTE/CHG PLANS & VALUE/CORRECTION
- b-r05: R-PERMIT UPDTE/CORRECTION/CHG IN VALUE ONLY
- b-r08: R-PERMIT REACTIVATION - "B-" PERMIT

Rev. 01/30/2020  Page 2 of 7
SCHEDULES

Schedule 1

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>STRUCTURE TYPE</th>
</tr>
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<tbody>
<tr>
<td>New Structure</td>
<td>Residential (1-4 Family)</td>
</tr>
<tr>
<td>Addition</td>
<td>Residential (More than 4 Family)</td>
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<tr>
<td>Alteration</td>
<td>Combined Use (Residential &amp; Commercial)</td>
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<tr>
<td>Replacement</td>
<td>Other</td>
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Schedule 2

<table>
<thead>
<tr>
<th>EXISTING ROOF MATERIAL</th>
<th>OCCUPANCY TYPE</th>
<th>VALET PARKING</th>
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<tbody>
<tr>
<td>SPRINKLED?</td>
<td></td>
<td>Y / N</td>
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<tr>
<td></td>
<td></td>
<td>SIZE OF TENTS:</td>
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Schedule 3

<table>
<thead>
<tr>
<th>TENANT NAME</th>
<th>DATE START:</th>
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<tr>
<td></td>
<td>DATE END:</td>
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Schedule 4

<table>
<thead>
<tr>
<th>DATE OF EVENT:</th>
<th># OF TENTS:</th>
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<tbody>
<tr>
<td>DATE DOWN:</td>
<td># OF GUESTS:</td>
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Schedule 5

<table>
<thead>
<tr>
<th>ANY HOT WORK, EG HOT TAR, BRAZING, SOLDERING,</th>
<th>FIRE SPRINKLER: FINAL ONLY</th>
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<tbody>
<tr>
<td>OPEN FLAME/HOT TAR?</td>
<td>FIRE ALARM</td>
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Schedule 6 - Fire Rescue Permits

<table>
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<th>ACTIVITY</th>
<th>TYPE OF ROOF</th>
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<tbody>
<tr>
<td>SPRINKLER</td>
<td>Residential (1-4 Family)</td>
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Schedule 7 - Floodplain Development Supplemental Information

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<thead>
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<th>ACTIVITY</th>
<th>OCCUPANCY TYPE</th>
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<tr>
<td>OPEN FLAME/HOT TAR?</td>
<td>Residential (1-4 Family)</td>
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Schedule 8 - Fee Simple Titleholder, Bonding Company, Architect/Engineer and Mortgage Lender Info

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Large Construction (Project will disturb 5 or more acres of land)</td>
<td>Residential (1-4 Family)</td>
</tr>
<tr>
<td>Small Construction (Project will disturb between 1 and 4.99 acres of land)</td>
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</table>

Schedule 9 - Easement Agreement

An Underground Utility Easement Agreement MAY be required to be executed and a certified copy of the recorded document be provided to the Town PRIOR to permit issuance.
WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

PROPERTY OWNER'S NOTARIZED SIGNATURE

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with laws and that I have no unpaid civil penalties, administrative hearing, investigative, enforcement, testing or monitoring costs or unpaid liens which are owed to the Town of Palm Beach.

• Please complete Schedule 8 (page 3) if aggregate value over $2500 (or HVAC Repair/Replacement > $7500)
• OWNER'S CERTIFICATION: I have received & UNDERSTAND the Town’s 3-strike rule pertaining to construction parking.
• OWNER’S SIGNATURE: ____________________________

OWNER'S PRINTED NAME:

* Must be signed by the property owner. If owner is corporation, must be signed by officer of corporation or someone with written authorization. Any person signing for a corporation must indicate title.

* A Residential Tenant may not sign for property owner unless written authorization from property owner is attached.

* A Commercial Tenant may sign for property owner; store manager or corporate officer signature required.

* If owner is a trust, must be signed by an officer of trust or someone with written authorization.

* Owner’s signature not required for flood plain development permits.

STATE OF _______________, COUNTY OF ________________

Sworn to (or affirmed) and subscribed before me this ________ day of ___________________, 20 ________, by

Personally Known _______ OR Produced Identification _______

(Name of person making statement)

Type of Identification _____________________________________

Signature of Notary Public - State of Florida

PRINT NAME

QUALIFIER LICENSE NUMBER:

Check ONLY if Certified NOC was submitted in lieu of owner signing this document

CONTRACTOR QUALIFIER'S NOTARIZED SIGNATURE

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work has commenced prior to issuance and that all work will be performed in full compliance with all laws regulating construction in the Town of Palm Beach.

• CONTRACTOR CERTIFICATION: I have provided the owner the "NOTICE" pertaining to construction parking.

SIGNATURE OF QUALIFIER: ____________________________

PRINT NAME

QUALIFIER LICENSE NUMBER:

STATE OF FLORIDA, COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me this _____ day of ____________________, 20 __, by

Personally Known _______ OR Produced Identification _______

(Name of person making statement)

Type of Identification ____________________________

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public:
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 3 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 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 at all 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 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 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 monthly. 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.

**OWNER CERTIFICATION:** I have received and UNDERSTAND the Town's 3-strike rule pertaining to construction parking.

________________________
Owner signature

**CONTRACTOR CERTIFICATION:** I have been provided the "NOTICE" pertaining to construction parking.

________________________
Contractor's Signature
Please complete this preliminary subcontractor list. Should a change of contractor occur, please submit a change request to the Town on your letterhead.

**SUBCONTRACTOR INFORMATION**

Using unlicensed contractors or subcontractors may prevent you from being eligible for inspections and/or C.O.

Please include current copies of certificate of competency or state licenses. Workers’ compensation insurance listing the Town of Palm Beach as certificate holder or state of Florida exemption certificates.

Attach additional sheet if necessary

<table>
<thead>
<tr>
<th>Company Name</th>
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<tbody>
<tr>
<td>Qualifier / Agent</td>
<td>Qualifier / Agent</td>
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<tr>
<td>Contractor License#</td>
<td>Contractor License#</td>
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<td>Expiration Date:</td>
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<td>Address City St Zip</td>
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<tr>
<td>Email</td>
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</tbody>
</table>
Permit applications accepted Monday through Friday from 8:30 a.m. to 4:00 p.m.

- All contractors must be registered with the Town. Documents/fees required: $25.00 fee; copy of State or County contractor's license; completed Contractor Registration Application.

- In order to have your permit application package accepted for review by the Town, you must complete the permit application as referenced AND attach the following:
  
  Certificate of Insurance listing the Town of Palm Beach, 360 S County Road, Palm Beach, FL 33480 as certificate holder; showing evidence of active Workers' Compensation policy; or, an active Workers' Compensation Exemption Certificate. **One of these must be submitted with EVERY permit application.**

  ____

  Notarized property owner’s signature is required on each permit application submitted.

  ____

  If the property owner is not listed as the owner in the records of Palm Beach County Property Appraiser, a copy of the recorded deed must be provided.

  ____

  Qualifier's notarized signature is required on Page 4. If the permit is signed by someone other than the qualifier, include a letter on company letterhead with the qualifier's signature notarized, must be job specific, allowing that individual to sign. Must be dated within 60 days of the application.

  ____

  Permit fees (3%), plus applicable state surcharges (2.5%) or other fees, are due upon submission of your permit applications. Payments may be made by check, cash or credit card. If funds are available “on-account”, they may be used to pay for permit fees. Funds may be deposited to “on-account” at any time using the same payment methods.

  ____

  Check with the Condominium or Co-op Association for approval requirements. If you are working in a Co-op you will be required to submit two signature pages. One with the unit owners notarized signature and the other from an authorized individual for the Co-op.

  ____

  Staff Approval may be required for such work as awning replacements/recovers/changes in color or style, signage, etc.

  You would submit a staff approval application with a set of plans for that approval.

  ____

  **FEMA REQUIREMENTS -** If your property is within the AE or VE Flood Zone you will be required to submit an elevation certificate OR survey with elevations shown for initial plan review. Please reference Schedule 7 on page 3 of the permit application.