



**Town of Palm Beach
Building Division**

360 South County Road
Palm Beach, FL 33480
561.838.5431
(fax) 561.835.4621
pzb@townofpalmbeach.com

FOR OFFICE USE ONLY

PERMIT FEES: \$ _____

CONSTRUCTION PERMIT APPLICATION

SITE ADDRESS _____	SUITE _____
DESCRIPTION OF STRUCTURE _____ (Example: main house, garage, guesthouse, commercial tenant space)	
PROPERTY OWNER NAME _____	
TENANT NAME _____	
DESCRIPTION OF WORK _____ _____ _____	
JOB VALUATION* _____ <small>*Value for this permit only; do not include value of sub-permits ***Must complete Schedule 9 if aggregate value over \$250,000*** *Not applicable for Flood Plain Development Permit</small>	
CONTRACTOR CORPORATE NAME _____	
CONTRACTOR DBA NAME _____	
CONTRACTOR PHONE(S) / ADDRESS _____	
QUALIFIER NAME _____	
QUALIFIER'S CERT. OF COMPETENCY# _____	
MASTER PERMIT NUMBER B - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
(if applicable)	
I hereby certify as the qualifier of _____ (Primary Contractor) that the subcontractor above _____ (Primary Contractor) is working under my supervision _____ Signature)	
<input type="checkbox"/> I have submitted a recorded NOC to the Town of Palm Beach for this project	
<input type="checkbox"/> Aggregate Job value does not require a recorded Notice of Commencement	

B	

Applicant

Applicant

CONSTRUCTION PERMIT TYPES

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

BUILDING

b-b01	<input type="checkbox"/>	B-RESIDENTIAL NEW CONST/ADD (1&2-FAM) (1)
b-b02	<input type="checkbox"/>	B-RESIDENTIAL ALTERATION
b-b03	<input type="checkbox"/>	B-RESIDENTIAL OTHER (W/ PLANS)
b-b04	<input type="checkbox"/>	B-RESIDENTIAL OTHER (NO PLANS)
b-b05	<input type="checkbox"/>	B-COMMERCIAL NEW CONSTRUCTION/ADD (1,3)
b-b06	<input type="checkbox"/>	B-COMMERCIAL ALTERATION (3)
b-b07	<input type="checkbox"/>	B-COMMERCIAL OTHER W/ PLANS (3)
b-b08	<input type="checkbox"/>	B-COMMERCIAL OTHER NO PLANS
b-b09	<input type="checkbox"/>	B-ROOF NEW (2, 5, 6)
b-b10	<input type="checkbox"/>	B-ROOF REPAIR/RE-ROOF (2, 5, 6)
b-b11	<input type="checkbox"/>	B-WINDOWS/DOORS
b-b12	<input type="checkbox"/>	B-SHUTTERS
b-b13	<input type="checkbox"/>	B-FOUNDATION
b-b14	<input type="checkbox"/>	B-AWNING NEW/ALTERATION (3 - tenant name only)
b-b15	<input type="checkbox"/>	B-AWNING RECOVER (3 - tenant name only)
b-b16	<input type="checkbox"/>	B-ANTENNA

BUILDING (DEMO)

b-d01	<input type="checkbox"/>	D-INTERIOR DEMOLITION
b-d02	<input type="checkbox"/>	D-DEMOLITION
b-d03	<input type="checkbox"/>	D-EXPLORATORY DEMO

BUILDING (SITE)

b-s01	<input type="checkbox"/>	S-POOL
b-s02	<input type="checkbox"/>	S-FENCE/WALLS
b-s03	<input type="checkbox"/>	S-MARINE STRUCTURE
b-s04	<input type="checkbox"/>	S-WATER FEATURE
b-s05	<input type="checkbox"/>	S-GENERATOR
b-s06	<input type="checkbox"/>	S-MEDIA BLASTING(NO INSP)
b-s07	<input type="checkbox"/>	S-TEMP STRUCT-TENT/POD/CNSTR TRL (4)
b-s08	<input type="checkbox"/>	S-HARDSCAPE/DRIVEWAY
b-s09	<input type="checkbox"/>	S-DRAINAGE
b-s10	<input type="checkbox"/>	S-LANDSCAPING
b-s11	<input type="checkbox"/>	S-SITE WORK
b-s12	<input type="checkbox"/>	S-FUEL TANK
b-s13	<input type="checkbox"/>	S-SIGN (3-Tenant Name, # of Stories Only)

FIRE RESCUE

f-f01	<input type="checkbox"/>	F-FIRE RESCUE STANDARD (5,6)
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GAS

b-g01	<input type="checkbox"/>	G-GAS
b-g02	<input type="checkbox"/>	G-DEMOLITION
b-g03	<input type="checkbox"/>	G-GENERATOR
b-g04	<input type="checkbox"/>	G-WATER FEATURE

ELECTRIC

b-e01	<input type="checkbox"/>	E-ELECTRICAL RES STANDARD
b-e02	<input type="checkbox"/>	E-ELECTRICAL COM STANDARD (3, tenant only)
b-e03	<input type="checkbox"/>	E-DOCK
b-e04	<input type="checkbox"/>	E-GENERATOR
b-e05	<input type="checkbox"/>	E-LOW VOLTAGE RES
b-e06	<input type="checkbox"/>	E-WATER FEATURE
b-e07	<input type="checkbox"/>	E-LOW VOLTAGE COMM (3, tenant only)
b-e08	<input type="checkbox"/>	E-FIRE ALARM (3)
b-e09	<input type="checkbox"/>	E-SITE WORK
b-e10	<input type="checkbox"/>	E-SVC CHG
b-e11	<input type="checkbox"/>	E-TEMPORARY POLE
b-e12	<input type="checkbox"/>	E-SHUTTER
b-e13	<input type="checkbox"/>	E-OTHER (ie water heater & A/C hook-up)
b-e14	<input type="checkbox"/>	E-TELECOMMUNICATION
b-e15	<input type="checkbox"/>	E-LOW VOLTAGE LABEL/APP SECURITY ALARM
b-e16	<input type="checkbox"/>	E-DEMOLITION

MECHANICAL

b-m01	<input type="checkbox"/>	M-MECHANICAL (5,6)
b-m02	<input type="checkbox"/>	M-DEMOLITION
b-m03	<input type="checkbox"/>	M-HOOD (6)
b-m04	<input type="checkbox"/>	M-REPLACEMENT (5,6)

PLUMBING

b-p01	<input type="checkbox"/>	P-PLUMBING (5,6)
b-p02	<input type="checkbox"/>	P-DEMOLITION
b-p03	<input type="checkbox"/>	P-DOCK
b-p04	<input type="checkbox"/>	P-FIRE SPRINKLER (6)
b-p05	<input type="checkbox"/>	P-SITE WORK (IRRIGATION / BACKFLOW)
b-p06	<input type="checkbox"/>	P-WATER FEATURE
b-p07	<input type="checkbox"/>	P-REPLACEMENT (5,6)

CHANGES/UPDATES

b-r02	<input type="checkbox"/>	R-CHANGE OF CONTRACTOR/QUALIFIER
b-r03	<input type="checkbox"/>	R-FEE CHARGE
b-r04	<input type="checkbox"/>	R-PERMIT UPDATE/CHANGE IN PLANS & VALUE
b-r05	<input type="checkbox"/>	R-PERMIT UPDATE/CHANGE IN VALUE
b-r06	<input type="checkbox"/>	R-PERMIT UPDATE-CORRECTION
b-r07	<input type="checkbox"/>	R-PERMIT UPDATE/CHG IN PLANS & CORRECTION
b-r08	<input type="checkbox"/>	R-PERMIT REACTIVATION - "8-" PERMIT (AS400)
	<input type="checkbox"/>	R-PERMIT REACTIVATION - "B-" PERMIT

OTHER

b-f01	<input type="checkbox"/>	F-FLOOD PLAIN DEVELOPMENT (7) <small>(APPLICABLE TO A AND V FLOOD ZONES ONLY)</small>
l-d01	<input type="checkbox"/>	L-DUNE PERMIT

SCHEDULES

<p style="text-align: center;">SCHEDULE 1</p> <p>SQ FT TOTAL EXISTING _____</p> <p>SQ FT TOTAL PROPOSED _____</p> <p>NEW SQ FT UA _____</p>	<p style="text-align: center;">SCHEDULE 3</p> <p>TENANT NAME _____</p> <p>TYPE OF ROOF _____</p> <p># OF STORIES _____</p> <p>SPRINKLED? _____</p> <p>OCCUPANCY TYPE _____</p>	<p style="text-align: center;">SCHEDULE 4</p> <p>DATE START: _____</p> <p>DATE END: _____</p> <p>DATE OF EVENT: _____ # OF TENTS: _____</p> <p>DATE DOWN: _____ # OF GUESTS: _____</p> <p>VALET PARKING: Y / N SIZE OF TENTS: _____</p> <p>ELECTRIFIED: Y / N DECORATED: Y / N COOKING/HEATING: Y / N</p>																				
<p style="text-align: center;">SCHEDULE 2</p> <p>EXISTING ROOF MATERIAL _____</p> <p>PROPOSED ROOF MATERIAL _____</p>	<p style="text-align: center;">SCHEDULE 6 - FIRE RESCUE PERMITS (Separate application required for each category checked)</p> <p>ANY HOT WORK, EG HOT TAR, BRAZING, SOLDERING, _____</p> <p>OPEN FLAME/HOT TAR? YES _____ NO _____</p> <p>If YES, a Hot Works Permit is Required _____</p> <p style="text-align: center;">HOT WORK _____ FIRE SPRINKLER: FINAL ONLY _____</p> <p style="text-align: center;">FIRE SPRINKLER: ROUGH & FINAL _____ FIRE ALARM _____</p> <p style="text-align: center;">FIRE SUPPRESSION SYSTEM _____ FIRE HYDRANT FLOW TEST _____</p>																					
<p style="text-align: center;">SCHEDULE 7 - FLOODPLAIN DEVELOPMENT SUPPLEMENTAL INFORMATION (IF APPLICABLE)</p> <p style="text-align: center;">APPLICABLE TO "A" AND "V" FLOOD ZONES ONLY</p>																						
<p>I. DESCRIPTION OF WORK (Check all applicable boxes):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">ACTIVITY</th> <th colspan="2" style="text-align: center;">STRUCTURE TYPE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> New Structure</td> <td><input type="checkbox"/> Relocation</td> <td><input type="checkbox"/> Residential (1-4 Family)</td> <td><input type="checkbox"/> Non-residential (Floodproofing? (Yes)</td> </tr> <tr> <td><input type="checkbox"/> Addition</td> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Residential (More than 4 Family)</td> <td><input type="checkbox"/> Combined Use (Residential & Commercial)</td> </tr> <tr> <td><input type="checkbox"/> Alteration</td> <td><input type="checkbox"/> Replacement</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </tbody> </table> <p>Estimated Total Cost of Project (Including all Subcontractor Work) \$ _____</p> <p>Market Value of Structure \$ _____</p> <p>Source of Valuation: _____ PROPERTY APPR _____ INDEP APPR _____ OTHER _____</p>			ACTIVITY		STRUCTURE TYPE		<input type="checkbox"/> New Structure	<input type="checkbox"/> Relocation	<input type="checkbox"/> Residential (1-4 Family)	<input type="checkbox"/> Non-residential (Floodproofing? (Yes)	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> Residential (More than 4 Family)	<input type="checkbox"/> Combined Use (Residential & Commercial)	<input type="checkbox"/> Alteration	<input type="checkbox"/> Replacement				<input type="checkbox"/> Other		
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<p style="text-align: center;">SCHEDULE 8 - FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT IS \$2500 OR MORE (EXCEPT HVAC REPAIR/REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS BELOW:</p>																						
<p>Fee Simple Titleholder's Name(if other than owner): _____</p> <p>Fee Simple Titleholder's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Same as Owner</p>	<p>Bonding Company: _____</p> <p>Bonding Company Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not applicable</p>																					
<p>Architect/Engineer's Name: _____</p> <p>Architect/Engineer's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p>Mortgage Lender's Name: _____</p> <p>Mortgage Lender's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not applicable</p>																					
<p style="text-align: center;">SCHEDULE 9 - CONSTRUCTION PARKING AND EASEMENT AGREEMENT</p>																						
<p>1. Will Construction parking permits be requested at any time during course of construction? YES___ NO___</p> <p style="padding-left: 40px;">If YES, a parking plan MUST be submitted prior to permit issuance.</p> <p style="padding-left: 40px;">If NO, be advised that NO construction parking permits will be issued for the project at any time during construction.</p> <p>2. 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.</p>																						

**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 EMAIL ADDRESS:** _____

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

(Name of person making statement) Personally Known _____ OR Produced Identification _____

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

See Notice of Commencement for property owner's notarized signature

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. I understand that separate permits are required for building, electrical, plumbing, mechanical, gas, signs, pools, roofing, site lighting, site irrigation, site landscaping etc., and that there may be additional permits required for other governmental entities.

- **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

(Name of person making statement) Personally Known _____ OR Produced Identification _____

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public:

CHECKLIST



Town of Palm Beach

Building Division

360 South County Road

Palm Beach, FL 33480

561.838.5431 (fax) 561.835.4621

pzb@townofpalmbeach.com

- **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 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 required on permit applications with construction value of \$2,500 or less.

A property owner is not required to sign the permit application if a Notice of Commencement includes the property owner's signature. Check the box "See Notice of Commencement for property owner's notarized signature" on page 4

Original certified copy of the recorded Notice of Commencement if the construction value is greater than \$2,500, or greater than \$7,500 for A/C changeouts.

Note: Subcontractors are not required to submit a Notice of Commencement for work included on the General Contractor's NOC.

Note: Notices of Commencement must be signed by the property owner, or in the case of a commercial tenant, an officer of that business or a store manager. In the case of a trust, an officer of the trust must sign, with title shown.

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.

In the case of a sub permit: General Contractor Qualifier must certify that the subcontractor is working under the supervision of the G.C. (GC Signature on Page 1)

Permit fees, plus any applicable state surcharges or other fees, are due upon submission of your permit applications. Payments may be made by check, cash or most major credit cards. If funds are available "on-account", they may be used to pay for construction 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 working in a condo or a co-op.

Check with John Lindgren, Town Planner at 561-227-6414 for prior staff approval of certain permit types such as Signs, Awnings, etc.