



**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* _____ * Value for this permit only; do not include value of sub-permits *Not applicable for Flood Plain Development Permit	
CONTRACTOR CORPORATE NAME _____ CONTRACTOR DBA NAME _____ CONTRACTOR PHONE(S) _____ QUALIFIER NAME _____ QUALIFIER'S CERT. OF COMPETENCY# _____	
MASTER PERMIT NUMBER B - - (if applicable)	
I hereby certify as the qualifier of _____ (PRIMARY CONTRACTOR) that the subcontractor above is working under my supervision _____ (PRIMARY CONTRACTOR SIGNATURE) _____ I have submitted a recorded NOC to the Town of Palm Beach for this project _____ Job value does not require a recorded NOC	

CONSTRUCTION PERMIT TYPES

Please choose one permit type only. If indicated, please provide additional information in the applicable schedule.

BUILDING

b-b01	<input type="checkbox"/>	B-RESIDENTIAL NEW CONST/ADD (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 (NO INSP)
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

ELECTRIC

b-e01	<input type="checkbox"/>	E-ELECTRICAL RES STANDARD
b-e02	<input type="checkbox"/>	E-ELECTRICAL COM STANDARD (3)
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)
b-e08	<input type="checkbox"/>	E-FIRE ALARM
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
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

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

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)

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)

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 (5, 6)
b-p05	<input type="checkbox"/>	P-SITE WORK
b-p06	<input type="checkbox"/>	P-WATER FEATURE
b-p07	<input type="checkbox"/>	P-REPLACEMENT (5, 6)

FIRE RESCUE

f-f01	<input type="checkbox"/>	F- FIRE RESCUE STANDARD (5, 6)
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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/CHG IN PLANS AND VALUE
b-r05	<input type="checkbox"/>	R-PERMIT UPDATE/CHG IN VALUE
b-r06	<input type="checkbox"/>	R-PERMIT UPDATE-CORRECTION
b-r07	<input type="checkbox"/>	R-PERMIT UPDATE/CHG IN PLANS AND CORRECTION
b-r08	<input type="checkbox"/>	R-PERMIT REACTIVATION - "8-" PERMIT (AS400)
	<input type="checkbox"/>	PERMIT REACTIVATION - "B-" PERMIT

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

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;"><u>SCHEDULE 1</u></p> <p>SQ FT TOTAL EXISTING _____</p> <p>SQ FT TOTAL PROPOSED _____</p> <p>NEW SQ FT UA _____</p>	<p style="text-align: center;"><u>SCHEDULE 3</u></p> <p>TENANT NAME _____</p> <p>TYPE OF ROOF _____</p> <p># OF STORIES _____</p> <p>SPRINKLED? _____</p> <p>OCCUPANCY TYPE _____</p> <p>Assembly Educational</p> <p>Business Institution</p> <p>Mercantile Utility</p> <p>Residential(1&2) Residential(3 or more)</p>	<p style="text-align: center;"><u>SCHEDULE 4</u></p> <p>DATE START: _____ COOKING/HEATING: Y / N</p> <p>DATE END: _____</p> <p>DATE OF EVENT: _____ # OF TENTS: _____</p> <p>DATE OF REMOVAL: _____ # OF GUESTS: _____</p> <p>VALET PARKING: Y / N SIZE OF TENTS: _____</p> <p>ELECTRIFIED: Y / N DECORATED: Y / N</p>
<p style="text-align: center;"><u>SCHEDULE 2</u></p> <p>EXISTING ROOF MATERIAL _____</p> <p>PROPOSED ROOF MATERIAL _____</p>		<p style="text-align: center;"><u>SCHEDULE 5</u></p> <p>ANY HOT WORK, E.G. HOT TAR, BRAZING, SOLDERING, WELDING, GRINDING ETC.? YES _____ NO _____</p> <p style="text-align: center;">If YES, a Hot Work (Fire Rescue) Permit is Required</p>
<p><u>SCHEDULE 6 - FIRE RESCUE PERMITS (Separate application required for each category checked):</u></p> <p>_____ HOT WORK _____ FIRE SPRINKLER: FINAL ONLY _____ FIRE SUPPRESSION SYSTEM</p> <p>_____ FIRE SPRINKLER: ROUGH & FINAL _____ FIRE ALARM _____ FIRE HYDRANT FLOW TEST</p>		

<p><u>SCHEDULE 7</u></p> <p>FLOODPLAIN DEVELOPMENT SUPPLEMENTAL INFORMATION (IF APPLICABLE)</p> <p>APPLICABLE TO "A" AND "V" FLOOD ZONES ONLY</p>								
<p>I. DESCRIPTION OF WORK (Check all applicable boxes):</p> <p>A. STRUCTURAL DEVELOPMENT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">ACTIVITY</th> <th style="width: 50%;">STRUCTURE TYPE</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> New Structure <input type="checkbox"/> Relocation </td> <td> <input type="checkbox"/> Residential (1-4 Family) <input type="checkbox"/> Non-residential (Floodproofing? (Yes) </td> </tr> <tr> <td> <input type="checkbox"/> Addition <input type="checkbox"/> Demolition </td> <td> <input type="checkbox"/> Residential (More than 4 Family) <input type="checkbox"/> Combined Use (Residential & Commercial) </td> </tr> <tr> <td> <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement </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> <p>B. OTHER DEVELOPMENT ACTIVITIES</p> <p> <input type="checkbox"/> Clearing <input type="checkbox"/> Fill <input type="checkbox"/> Mining <input type="checkbox"/> Drilling <input type="checkbox"/> Grading <input type="checkbox"/> Excavation (Except for Structural Development Checked Above) <input type="checkbox"/> Watercourse Alteration (Including Dredging and Channel Modifications) <input type="checkbox"/> Drainage Improvements (Including Culvert Work) <input type="checkbox"/> Road, Street or Bridge Construction <input type="checkbox"/> Subdivision (New or Expansion) <input type="checkbox"/> Individual Water or Sewer System <input type="checkbox"/> Other (Please specify) _____ </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	
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<p>II. FLOODPLAIN DETERMINATION INFORMATION</p> <p>A. FEMA FLOOD MAP (FIRM) INFORMATION</p> <p>FIRM Panel Number: _____ Date of FIRM: _____ Flood (SFHA) Zone: _____</p> <p>BFE from FIRM: _____</p> <p>Base Elevation Reference Height (NGVD): _____</p> <p>Base Elevation Location: ___ Crown of Road ___ Adjacent Grade ___ Other</p> <p>Proposed Structure FF Elevation (NGVD) : _____</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 NEED TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY OR LENDER BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

PROPERTY OWNER'S NOTARIZED SIGNATURE*	
OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate 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.	
OWNER'S SIGNATURE:	_____
OWNER'S PRINTED NAME:	_____
* Must be property owner	
* Residential tenant may not sign for property owner unless written authorization from property owner is attached	
* Commercial tenant may sign for property owner; store manager or corporate officer signature required	
* If owner is a corporation, must be signed by officer of corporation or someone with written authorization	
* If owner is a trust, must be signed by officer of trust or someone with written authorization	
* Persons signing for a corporation must indicate title	
* Owner's signature not required for flood plain development permits	
DATE:	_____
NOTARY AS TO OWNER:	_____
MY COMMISSION EXPIRES:	_____
<input type="checkbox"/>	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 all work will be performed in full compliance with all laws regulating construction in the Town of Palm Beach and further agree that no work will be undertaken prior to securing a permit. 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.	
SIGNATURE OF QUALIFIER:	_____
PRINT NAME:	_____
QUALIFIER LICENSE NUMBER:	_____
DATE:	_____
NOTARY AS TO QUALIFIER:	_____
MY COMMISSION EXPIRES:	_____

CONSTRUCTION PERMIT APPLICATION CHECKLIST

In order to have your permit application package accepted for review by the Town, you must attach the following and/or complete the permit application as referenced:

- Permit applications accepted Monday through Friday from 8:30 a.m. to 3:30 p.m.
- All contractors must be registered with the Town. Documents/fees required: \$ 25.00 registration fee; copy of state or county contractor's license; completed Contractor Registration Application.
- Certificate of Insurance showing proof of Workers' Compensation coverage or Workers Compensation Exemption.
- Notarized property owner's signature required on permit applications with construction value \$2,500 or less.
- 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.
- A property owner is not required to sign the permit application if a Notice of Commencement includes the property owner's notarized signature. Check the box "See Notice of Commencement for property owner's notarized signature".
- If the property owner is not listed as the owner in the records of the 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 from the qualifier which is job specific and notarized, allowing that individual to sign.
- In the case of a subpermit, General Contractor Qualifier must certify that the subcontractor is working under the supervision of the GC. (Page 1)
- Permit fees, plus any applicable state surcharges or other fees, are due upon submission of permit applications. Payment 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 condominium or a co-op.