

Online Resources

You may also visit our website at www.townofpalmbeach.com. There you can view and download building department forms and applications, you will see links and additional resources for your permitting needs.

- For permit tracking/ plan review and inspection scheduling:
<http://eden.townofpalmbeach.com>
- The Department of Business and Professional Regulations:
www.myfloridalicense.com.
- Palm Beach County Contractor Information & Status:
www.pbc.gov
- Palm Beach County Property Appraisers Office:
www.pbc.gov/papa

TOWN OF PALM BEACH

PLANNING, ZONING & BUILDING DEPARTMENT
360 S. County Road
Palm Beach, FL 33480

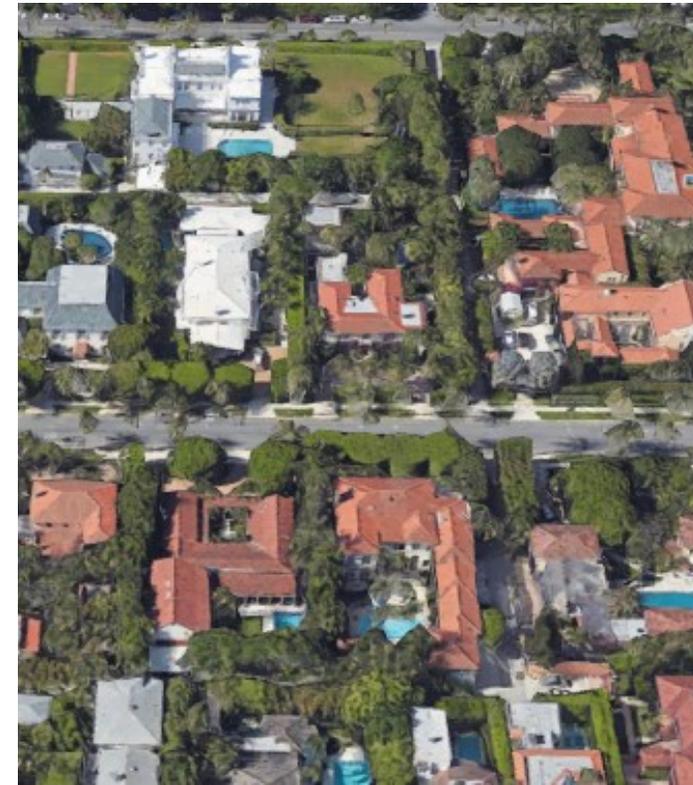
Phone: 561-838-5431
Fax: 561-835-6421
www.townofpalmbeach.com



The building Department is open Monday through Friday from 8:30am to 5:00pm, with the exception of Town observed holidays. The last sign in for permit submittal is 4:00pm however the office remains open for permit pick up and inquiries until 5:00pm.

OWNER / BUILDER PERMIT GUIDELINES

TOWN OF PALM BEACH



OWNER BUILDER GENERAL INFORMATION

The provision of Chapter 489 F.S. requires construction to be done by licensed contractors. You may apply for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must perform or supervise the construction yourself. Remember, you are accepting responsibility for code compliance, and other financial or business responsibilities, when you are acting as your own contractor.

As an owner/builder, you may build or improve a 1 or 2 family residence, or build or improve a commercial building at a cost of \$75,000 or less in value, within any 12-month period. The residence or building must be for your own use and occupancy. It may not be built for sale or lease.

If pulling a permit as owner/builder, you must personally appear in the building department for submittal, sign an Owner /Builder Affidavit, and have your signature notarized by a building department staff member.

As Owner/Builder, it is your responsibility to make sure that people employed by you have licenses and insurance as required by State law and Town licensing ordinances.

Time Limitation of Application

FBC Chapter 1, 105.3.2 states: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filling, unless application has been pursued in good faith or a permit has been issued." Keep in mind a permit that has been issued also has an expiration date.

Notice of Commencement

State Statute requires all permits with a value greater than \$2,500 to record a Notice of Commencement with the Clerk of the Circuit Court prior to first inspection. If replacing air conditioning equipment (HVAC), the requirement is a value of \$7,500 or more.

Most Common Owner Builder Permits

- Alteration—Interior or Exterior
- Addition—1&2 Unit Dwelling
- Window and Door Replacements
- Re-roofing
- Site Wall / Fence / Gate
- Demolition
- Awnings
- Storm Shutters
- Driveway

“QUICK FACTS”

All work must meet current Building Code standards.

Submittals must clearly define scope of work. Any required plans if applicable must be drawn to scale, signed and sealed by an engineer or architect (if required), and submitted in duplicate along with all other applicable requirements.

Check with Contractors Certification for licensing information on a company and/or contractor at (561) 233-5525

NOTE: Performing improvements on your property without proper building permits may result in paying 4 times the fee.

Building Official approval will be required prior to any permits being issued as an Owner/Builder.

Minimum Submittal Requirements

- Contractor Registration form and \$25 Fee
- Completed Town of Palm Beach Construction Permit Application
- Owner/Builder Affidavit
- Plans / Specs if required (min. 2 sets)
- Payment of all applicable permit fees