

## “DEPARTMENT CONTACTS”

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## TOWN OF PALM BEACH

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[www.townofpalmbeach.com](http://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.

# YOU HAVE JUST RECEIVED A PERMIT, NOW WHAT?

## TOWN OF PALM BEACH



## “STAY INFORMED”

Welcome to The Town of Palm Beach. Now that you have received your permit for working on the island, we encourage you to become familiar with the Town’s website [www.townofpalmbeach.com](http://www.townofpalmbeach.com) where you can obtain information such as the Town’s rules and regulations, town ordinances, forms and applications as well as updates on what is happening within the town.

As you can see from the display below on the Town’s main page an icon that says “Stay Informed”. Selecting this will allow you to sign up to receive notifications from the Town via email or text which you can customize based on your needs.



To subscribe you will need to enter a valid email address. Once logged in you will be able to set your preferences as to how you would like to be notified, email or text or both. You have the ability to change these preferences at any time.

## “3 STRIKE RULE”

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 violations 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 structured 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 will then 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. Applications for Right of Way parking are available on the Towns Website [www.townofpalmbeach.com](http://www.townofpalmbeach.com). The property owner must acknowledge with their signature the 3-strike rule for construction parking 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 a contractor has received three violations at any individual site, the PZB Director will issue a Stop Work Order. An appeal process (at staff level) is built into these rules. Appeals, if filed, must be made in writing within seven (7) days of

## “3 Strike Rule Continued”

ticket issuance. Once a Stop Work Order has been issued, Work in NOT to recommence unless the contractor requests the Town Council reinstate the building permit. The Town council has broad discretion in determining what, if any, conditions (including additional fines) that are to be placed on reinstatement. Please note that Town Council meets once monthly. Long work stoppages could potentially occur. We encourage you to manage and police your construction site(s) accordingly.

1. The following inspections MUST be completed/ finalized for the structure(s):

## “CONDITIONAL/TEMPORARY CO”

- Mechanical Final
  - Electrical Final
  - Plumbing Final
  - Gas Final
  - Fire Final
2. A walkthrough inspection by the Building Inspector must be performed and it must be verified that the building/structure is suitable for occupancy.
  3. A letter from the owner must be received that states that they understand that the property is still a construction site and that they are requesting to occupy the structure(s) at their own risk and liability.
  4. A letter from the contractor must be received that lists the items not completed and the projected date for final inspection on all outstanding items.
  5. Approval for occupancy must be obtained from the Town of Palm Beach Public Works Department Project Engineer.

**A conditional CO will only be valid for a period of 60 days from issuance. All outstanding work must be completed within the 60 day period.**