

“DEPARTMENT CONTACTS”

Josh Martin, AICP, CNU-A, Director of Planning & Zoning & Building
(561) 227-6401

jmartin@townofpalmbeach.com

Wayne Bergman, Assistant Director / Building Official
(561) 227-6426

wbergman@townofpalmbeach.com

Debby Moody, Business Services Supervisor, MBTO
(561) 227-6411

dmoody@townofpalmbeach.com

Craig Johns, Chief Building Inspector
(561) 227-6421

cjohns@townofpalmbeach.com

Mike Olbrych, Combination Inspector
(561) 227-6416

molbrych@townofpalmbeach.com

Joseph Fema, Chief Electrical Inspector
(561) 227-6419

jfema@townofpalmbeach.com



TOWN OF PALM BEACH

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

Phone: 561-838-5431

Fax: 561-835-4621

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.

AT THE END OF YOUR CONSTRUCTION PROJECT, NOW WHAT?

TOWN OF PALM BEACH



“CONDITIONAL / TEMPORARY CO REQUIREMENTS ”

Are you at the end of your project and your client would like to start moving in. You maybe considering requesting a conditional / temporary CO. The following inspections will need to be completed and final for the structure(s):

- Mechanical Final
- Electrical Final
- Plumbing Final
- Gas Final
- Fire Final

In addition to the above inspections being final a walkthrough inspection by the Building Inspector **MUST** be performed and it must be verified that the building / structure is suitable for occupancy.

A letter from the OWNER must be received that states they understand the property is still a construction site and that they are requesting to occupy the structure(s) at their own risk and liability.

A letter from the CONTRACTOR must be received that lists the items not completed and the projected date for final inspection of all outstanding items.

Approval for occupancy must be obtained from the Town of Palm Beach Public Works Department Project Engineer.

NOTE: 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.

“ELECTRICAL POWER RELEASE”



Before permanent power can be connected to the building or structure, the following criteria shall be met:

1. All receptacle, switch and lighting outlets shall be trimmed out with a device or lighting fixture or the opening suitably blanked off with an appropriate cover.
2. Electrical power distribution drawings shall be up to date and accurate and shall be approved and reviewed prior to scheduling the early power release inspection (VRU inspection code #3751).
3. Outstanding zoning, landmarks, ARCOM, or Building conditions pending approvals or variances must be satisfied.
4. Mechanical start-up (VRU inspection code #4751) must be scheduled and passed prior to release of the permanent electrical power.

When you are ready to submit your Electrical Power Release form to the Building Department you will submit the following together:

- ◆ Town of Palm Beach Electrical Release Agreement signed and notarized by both the property owner as well as the contractor of record.
- ◆ If the contractor of record or property owner has chosen to use a private provider for inspections, the Town of Palm Beach will also require a letter from the provider requesting the electrical release of power.

NOTE: THE ABOVE LISTED ITEMS MUST BE SUBMITTED TOGETHER AT INTAKE. IF ANY PART IS MISSING THEY WILL NOT BE ACCEPTED.

“PUNCH LIST ITEMS”

When you are ready for your final CO you will need to make sure the following documents have been submitted to the Town of Palm Beach and approved.

- Recorded Stormwater Management Agreement, Stormwater Certification and a revision with final civil drawings to be submitted to the Town’s Civil Engineer for approval.
- (3) copies of your FEMA elevation certificates along with (3) sets of final survey submitted to the Building Official for approval.
- Letter Certifying Final Construction Cost. If there is no change in value a letter certifying such is required OR if there is an increase in job value a permit application for Final value update and applicable fees is required.
- ARCOM / Landmarks Final
- Public Works Finals.
- If Private Provider all Report Logs, Affidavits, Etc. must be submitted to the Town.

PLEASE VISIT OUR WEBSITE AT WWW.TOWNOFPALMBEACH.COM FOR A COMPLETE CO/CC CHECKLIST.

