



PLANNING, ZONING & BUILDING DEPARTMENT TOWN OF PALM BEACH

HOW TO SCHEDULE or CANCEL INSPECTIONS

By telephone (available 24/7): Call 561-227-7090.

At the prompt, enter your six-digit Permit ID # (found on the top right of your permit). Confirm that you have entered the correct permit. Select one of the following and follow the prompts as you move through the system.

- 1 – Details of the permit
- 2 – Retrieve inspection results
- 3 – Schedule or cancel inspections
- 4 – Select another permit
- 5 – Returning to the main menu

On the Web (available 24/7): Go to eden.townofpalmbeach.com

Select **Citizen Services\Permits & Inspections**. Login in as a registered user (or register as a new user)
Select “Schedule Inspections” to schedule or cancel an inspection. Search for your permit. Enter the date for each inspection “Submit”

Notes:

You may schedule an inspection for the following day no later than 11:59 pm!

Inspections may be canceled by phone or web up to 7:00 am the same day. Inspections cancelled prior to 7:00 am are not subject to re-inspection fees.

To get an approximate time for your inspection, or to cancel an inspection, contact the inspector assigned the inspection prior to 9:00 am (shown on the web):

Mike Olbrych	227-6416	James Lydon	227-6417
Brian Thomas	227-6418	Robin Rivera	227-6419
Craig Johns	227-6421	Hybyrd Adjunct Inspectors	547-5701
Public Works Drainage	227-7042	CAPS Adjunct Inspectors	508-0615
Right of Way Inspector	227-7042	Martin Deloach – Fire	227-6497
Brad Falco *8520 only	227-6409 or bfalco@townofpalmbeach.com		

To cancel an inspection after 9:00 am, contact the office staff at 561-838-5431.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

It is the owner’s responsibility to comply with the provisions of F.S. 469.003 regarding asbestos, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

TOWN OF PALM BEACH
CONSTRUCTION INSPECTION CODE LIST - SORTED BY TRADE

Inspections denoted with the following ****NEW**** MUST be done by Town Inspector ****** - MAY NOT be done by a private provider/inspector.

******* NEW INSPECTIONS *******

ARCOM/LPC REQUIRED INSPECTIONS

These inspections MUST be done by Town Staff

- 8500 ARCOM/LPC Foundation (Pre-pour)
- 8510 ARCOM/LPC Upper Roof (after trusses set)
- 8520 ARCOM/LPC Pre-pour on tie-beam
- 8580 ARCOM/LPC Pre-Final (561-227-6409 or bfalco@townofpalmbeach.com)

B+A14:C61UILDING INSPECTIONS

- 1101 Grade Beam Pour/Footer/Foundation
- 8500 ARCOM/LPC Foundation (Pre-pour)**NEW**Town Inspector ONLY

- 1102 Piling (*Structural Engineer Certification)
- 1151 Stem Wall
- 1201 Ground Slab
- 1202 Site Wall, Footer
- 1203 Site Wall, Columns
- 1204 Site Wall, Tie beam
- 1205 Wall Steel/Columns
- 1206 Filled Cells
- 1207 Tie Beam

- 8520 ARCOM/LPC Prepour tie-beam **NEW**Town Inspector ONLY

- 1208 Floor Framing or Raised Slab
- 1209 Red Iron
- 1210 Stair Steel
- 1211 Truss

- 8510 ARCOM/LPC Upper Roof (after trusses set)**NEW**Town Insp.ONLY

- 1212 Framing, Roof
- 1213 Roof Sheathing
- 1214 Tie Down Exterior
- 1215 Window/Door Bucks
- 1216 Mullions
- 1217 Window Clips/Brackets
- 1218 Tin Tag/metal
- 1219 Wall Sheathing - Exterior
- 1251 Roofing In Progress
- 1252 Exterior Lathing
- 1254 Steel, Pool/Spa/Fountain
- 1301 Framing, Walls
- 1302 Framing, Ceilings
- 1303 Framing, Elevator
- 1304 Window/Door Fasteners
- 1305 Fire Door
- 1351 Insulation, Roof
- 1352 Insulation, Walls
- 1353 Fire Safing
- 1401 Fire Walls
- 1402 Drywall
- 1801 Alter Slab
- 1802 Sound Insulation/Underlayment
- 1803 Pool Patio Slab/Deck
- 1804 Driveway/Walks
- 1805 Shutter Framing/Anchors
- 1851 Garage Door Buck
- 1852 Final, Garage Door
- 1853 Final, Fences/Wall
- 1854 Final, Roof
- 1855 Final, Landscape
- 1856 Final, Pool
- 1857 Final, Spa
- 1858 Final, Fountain
- 1859 Final, Dock
- 1860 Final, Site Work
- 1862 Final, Shutters
- 8580 ARCOM/LPC Pre-Final (w/Comm)**NEW**Must be Town Insp.ONLY
- 1901 Final, Building

ELECTRICAL INSPECTIONS

- 3051 Concrete Encased Electrode
- 3151 Slab
- 3201 Rough, Soffit
- 3202 Bonding, Pool/Spa/Fountain
- 3203 Bonding, Pool Deck
- 3251 Rough, Wall
- 3252 Rough, Ceiling
- 3253 Rough, Wall and Ceiling
- 3254 Rough, Smoke Detector
- 3255 Rough, Fire Alarm
- 3256 Rough, Low Voltage
- 3257 Pool/Spa underground
- 3701 Feeder Termination Torque
- 3702 Fixture/Equipment Listing & Labeling
- 3751 Early Power Release
- 3752 Bonding, Light Niche
- 3801 Rough, Underground
- 3802 Final, Low Voltage
- 3803 Final, Fire Alarm
- 3804 Final, Site Lighting
- 3805 Final, Temporary Service
- 3806 Final, Water Heater Replacement
- 3851 Final, Electric
- 3951 Service Change Update
- 3999 Temporary Wiring

MECHANICAL INSPECTIONS

- 4151 Slab
- 4251 Rough
- 4751 Start-up
- 4752 Ventilation
- 4753 Hood
- 4851 Final, Mechanical

PLUMBING INSPECTIONS

- 2001 Cap Off, Water
- 2151 1st Rough Plumbing/Underground
- 2201 Pool, Main Drain
- 2251 2nd Rough Plumbing/Top Out
- 2252 Interior Rain Water
- 2253 Fire Main Underground Pressure Test
- 2254 Aboveground Sprinkler Pressure Test
- 2255 Add/Replace Fire Sprinkler Heads
- 2256 Shower Pan/Tubs
- 2301 Perimeter Piping, Pool/Spa/Fountain
- 2801 Final, Underground Sewer /Backflow
- 2802 Final, Lawn Sprinkler
- 2803 Final, Water Heater (1st & Final)
- 2804 Final, Pool, Piping
- 2805 Final, Spa, Piping
- 2806 Final, Fire Sprinkler
- 2852 Final, Plumbing

AWNING INSPECTIONS

- 6801 Footer
- 6851 Final, Awning

FLOOD PLAIN

- 8001 Flood Plain, Site
- 8002 Flood Plain, Lowest
- 8003 Flood Plain, Final

FIRE RESCUE INSPECTIONS

- 5801 Final, Fire Suppression
- 5802 Rough, Pressure Test
- 5803 Fire Hydrant Water
- 5804 Fire, Tent
- 5805 Final, Fire Alarm
- 5806 Final, Fire Sprinkler

GAS INSPECTIONS

- 9251 Rough, Gas
- 9252 Underground, Gas
- 9851 Final, Gas

PUBLIC WORKS INSPECTIONS

- 7001 Erosion Control Plan
- 7002 Sewer Cap Off
- 7003 Construction Screening
- 7004 Sewer Lateral
- 7005 Sewer (Investigation)
- 7501 Striping (Paint)
- 7502 Striping
- 7503 Mill & Resurface
- 7504 Fill/Proctor Inspection
- 7505 Road Base Inspection
- 7506 Asphalt Patch
- 7601 Assessment
- 7751 Rough, Site Drainage
- 7775 Site Triangle
- 7801 Sewer Connection
- 7802 Rough, Underground
- 7803 Dway/Curb/Sidewalk
- 7804 De-Watering
- 7805 Final, Site Drainage
- 7806 Final, Underground
- 7851 Final, Public Works
- 7999 Traffic Maintenance

To schedule an inspection by telephone please call (561) 227-7090
 To schedule 8580 only, call Brad at 561-227-6409 or email
 bfalco@townofpalmbeach.com- for 8580 ONLY

To schedule an inspection on the web go to eden.townofpalmbeach.com

To CANCEL an inspection AFTER 9am, contact office staff at (561) 838-5431



TOWN OF PALM BEACH

360 S. County Road, Palm Beach, FL 33480

(561) 838-5431 – Fax (561) 835-4621

www.townofpalmbeach.com

NOTICE OF “3-STRIKE” CONSTRUCTION PARKING 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 three parking tickets/strikes 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 can 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. You can make such application at the PZ&B Department (Town Hall). The property owner must acknowledge understanding the 3-strike for construction parking rules 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 and when a contractor receives three tickets/strikes at any individual site, the PZ&B Director is to issue a Stop Work Order.
5. An appeal process (at the staff level) is built into the rules. Appeals, if filed, must be made in writing within seven (7) days of ticket issuance.
6. Once a Stop Work Order has been issued, work is not to recommence unless the contractor requests that the Town Council reinstate the building permit.
7. The Town Council has broad discretion in determining what, if any, conditions (including additional fines) are to be placed on reinstatement. Please note that the Town Council meets once monthly. Long work stoppages could potentially occur.

You are encouraged to police your construction site(s) very carefully to see that three strikes never occur. If that should happen, you should expect that a STOP WORK order will be issued. That action, regrettable as it may be, is now an automatic procedure. Please govern your crews and manage your parking plan accordingly. Thankyou.

ATTENTION CONTRACTORS

STOP FALSE ALARMS

It is Your Responsibility to avoid damaging your customers Smoke Detectors during construction. Construction dust, hot work, fumes and other construction activities cause alarm activations. Once the construction is complete, if the fire detectors are not cleaned and calibrated, they will not function as designed and can cause additional false fire alarms.

Please ensure when you or your team start a job, that the smoke detectors are all covered before you start construction this will prevent dust accumulation in the detector chamber. At the end of the day covers must be removed. If possible, change to heat detectors during the construction period and change back to the smoke detectors after the construction is completed.

When hot work is performed, (soldering pipe or connecting Freon lines), you must protect the smoke detectors or temporarily take them out of service in the immediate area of the hot work. Sawing, grinding, and drilling operations all cause dust that can set off a smoke detector.

Detectors in areas where painting is taking place should be removed or covered to prevent paint fumes from entering the detection chamber or getting on the chambers or elements of the detector. Detectors with paint exposure or painted detectors must be replaced as well as any sprinkler heads that are painted.



CLEANING THE SENSING CHAMBER ON THE SENSOR HEAD

If the **System Sensor** smoke detector heads are not removed during the construction phase and the sensor chamber becomes dirty causing a maintenance condition (it will not always be visible on the exterior black screen on the sensor head), the sensor head must be cleaned with compressed air. To clean the sensor head chamber, follow these step-by-step instructions:

1. Remove the **System Sensor** smoke detector head to be cleaned from the duct smoke detector housing by twisting it in a counterclockwise direction.
2. Remove the smoke sensor cover by pulling outward on each of the four removal tabs that hold the cover in place.
3. Vacuum the screen carefully without removing it. If further cleaning is required continue with Step 4. otherwise, skip to Step 7.
4. Remove the chamber cover/screen assembly by pulling it straight out.
5. Use a vacuum cleaner or compressed air to remove dust and debris from the sensing chamber.
6. Reinstall the chamber cover/screen assembly by sliding the edge over the sensing chamber. Turn until it is firmly in place.

7. Replace the cover using the holes for the LEDs for alignment and then gently push it until it locks into place.
8. Reinstall the **System Sensor** smoke detector head in the duct smoke detector housing by aligning it in the housing and twisting it in a clockwise direction.

Note: Cleaning only the sensor head's exterior black screen will not remove any drywall dust in the smoke sensing chamber.

Note: Should the System Sensor duct smoke detector remain in a "maintenance" condition after cleaning, then it may require the complete replacement of the sensor head.



To clean the detectors properly, what's not mentioned by the NFPA is the detectors have to be taken apart to clean them.

Some manufacturers make it easy to take the detectors apart and clean; other manufacturers make it difficult. Sometimes by taking it apart to clean, the UL rating of the detector may be ruined.

Basically, to find out, you have to read the instructions and know the detector.

The best work process is to cover the detector. If you do not have one of the commercially available detector covers and have to improvise. Blue painters tape can be used but must be removed as soon as the dust levels are safe. They must be uncovered and in operation at the end of the day. The code only allows them to be out of service for 4 hours without creating a fire watch.

Please take the time to protect the equipment and avoid any false alarms.

False Alarms can be costly to you and your team. Contractor derived false alarms will bring a fine for the first one based on a fine schedule created by the Town Council. **This is part of the 3 STRIKE RULE and can have a STOP WORK ORDER placed on your job site.**

All Life Safety Devices are required to remain operational during construction or a renovation. At no time can the system be shut off or disconnected more than 10 hours in a 24 hour period without a formal Fire Watch Established.



Code Enforcement Department & Planning, Zoning & Building Department
Town of Palm Beach
345 South County Road
Palm Beach, FL 33480
(561) 227-7080

Town of Palm Beach
360 South County Road
Palm Beach, FL 33480
(561) 838-5431
www.townofpalmbeach.com

WORKING HOURS for CONSTRUCTION and LAWN MAINTENANCE

WORTH AVENUE HOURS - May 1 thru October 31 only

- **Monday thru Saturday** - Work allowed 8:00AM to 8:00PM ONLY.
- **Weekdays** - Workers are prohibited from arriving at construction and lawn maintenance sites prior to 7:30AM and are restricted from conducting any kind of site activity prior to 8:00AM during weekdays.
- **Saturdays** - Workers are prohibited from arriving at construction and lawn maintenance sites prior to 8:30AM and are restricted from conducting any kind of site activity prior to 9:00AM on Saturdays, when limited work is permitted from May 1 through the Monday preceding Thanksgiving.
- **Sundays and legal holidays** - **WORK NOT PERMITTED! ALL construction work is prohibited!**

SUMMER HOURS - May 1 until the Monday preceding Thanksgiving

- **Monday thru Friday** - Work allowed 8:00AM to 6:00PM. Heavy equipment or other outdoor construction-related and lawn maintenance noise shall not be permitted before 9:00AM.
- **Weekdays** - Workers are prohibited from arriving at construction and lawn maintenance sites prior to 7:30AM and are restricted from conducting any kind of site activity prior to 8:00AM during weekdays.
- **Saturdays** - 9:00AM to 5:00PM. Quiet interior work only & quiet lawn maintenance and tree trimming. Workers are prohibited from arriving at construction and lawn maintenance sites prior to **8:30AM** and are restricted from conducting any kind of site activity prior to 9:00AM on Saturdays, when limited work is permitted from May 1 through the Monday preceding Thanksgiving.
- **Saturdays** - The following activities are **prohibited**:
 - Material deliveries
 - Concrete pours/Concrete sawing
 - Demolition/Razing of buildings (except non-mechanized cleanup)
 - The operation of any heavy equipment or machinery
- **Sundays and legal holidays and Town-observed holidays** - **WORK NOT PERMITTED! ALL construction work is prohibited!**

WINTER HOURS - Beginning the Monday preceding Thanksgiving thru April 30

- **Monday thru Friday** - 8:00AM to 5:00PM. With quiet interior work only from 8:00AM To 9:00AM. NO heavy equipment or other outdoor construction-related and lawn maintenance noise is permitted before 9:00AM. Workers are prohibited from arriving at construction and lawn maintenance sites prior to 7:30AM and are restricted from conducting any kind of site activity prior to 8:00AM during weekdays.
- **Saturdays, Sundays, legal holidays, and Town-observed holidays including the Friday immediately after Thanksgiving, ALL CONSTRUCTION WORK IS PROHIBITED!**
- **For multi-family properties, south of Sloan's Curve which are not located on Ibis Isle**, that have an association board that approves of **Saturday** work hours, and a copy of the letter indicating the Saturday work hours have been approved by the association board is on record with the Town. Saturdays - QUIET INTERIOR WORK between 9:00AM to 5:00PM.

LAWN MAINTENANCE Section 2. 42-230 Lawn Maintenance

(a) Lawn maintenance in the town shall be limited to the hours outlined for construction work at section 42-199 (as stated above) and all gas and electric powered lawn maintenance equipment, including leaf blowers, shall be subject to the same restrictions as heavy equipment as described in said section. **However, lawn maintenance equipment may be used on the Wednesday immediately preceding Thanksgiving and on the Friday immediately following Thanksgiving from 9:00 a.m. to 5:00 p.m. with quiet work only (no gas or electric powered lawn maintenance equipment or leaf blowers) from 1:00 p.m. to 5:00 p.m. on the Friday immediately following Thanksgiving. ±±± ALL GAS-POWERED LEAF BLOWERS ARE PROHIBITED IN THE TOWN.**

Town of Palm Beach Legal Holidays and Town-Observed Holidays

No CONSTRUCTION work will be permitted on the actual legal or Town-observed holiday dates as listed below.

** LANDSCAPING only (NO CONSTRUCTION) may be done **

±±± LANDSCAPING ONLY may occur from 9:00 am - 5:00 pm with quiet work only from 1:00 pm - 5:00 pm ±±±

All **gas-powered** leaf blowers are prohibited in the town.

Friday, December 23, 2022	Christmas Eve Observed **
Monday, December 26, 2022	Christmas Day Observed **
Friday, December 30, 2022	New Year's Eve Observed **
2023 Calendar Year	
Monday, January 2, 2023	New Year's Day Observed **
Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, February 20, 2023	Presidents' Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veterans' Day Observed**
Wednesday, November 22, 2023	Day Before Thanksgiving ±±±
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day after Thanksgiving ±±±
Monday, December 25, 2023	Christmas Day
Tuesday, December 26, 2023	Christmas Eve Observed **
Friday, December 29, 2023	New Year's Eve Observed **
2024 Calendar Year – DATES TO BE CONFIRMED	
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King, Jr. Day
Monday, February 19, 2024	Presidents' Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, November 11, 2024	Veterans' Day
Wednesday, November 27, 2024	Day Before Thanksgiving ±±±
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day after Thanksgiving ±±±
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Tuesday, December 31, 2024	New Year's Eve
Wednesday, January 1, 2025	New Year's Day