



**Town of Palm Beach  
Building Division**

361 South County Road  
Palm Beach, FL 33480  
561.838.5431 (fax) 561.835.4621  
pzb@townofpalmbeach.com

FOR OFFICE USE ONLY

PERMIT FEES: \$ \_\_\_\_\_

**RIGHT-OF-WAY, ENGINEERING OR UTILITY PERMIT APPLICATION**

SITE ADDRESS/LOCATION _____	
DESCRIPTION OF STRUCTURE _____	
PROPERTY OWNER NAME _____	
TENANT NAME _____	
DESCRIPTION OF WORK _____	
MASTER PERMIT NUMBER <b>B</b> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
If Applicable	
CONTRACTOR CORPORATE NAME _____	
CONTRACTOR DBA NAME _____	
CONTRACTOR ADDRESS _____	
PHONE # _____	
QUALIFIER'S NAME _____	
QUALIFIER'S LICENSE # _____	
EMERGENCY CONTACT INFORMATION	
NAME/TITLE _____	PHONE # _____

U U U



**PERMIT CONDITIONS:** The undersigned applicant has the authority to and affirms that all work done under any permit that may be issued as a product of this application will be executed in compliance with the "Department of Public Works, Engineering Division, Standards Applicable to Public Rights-of-Way and Easements Within the Town of Palm Beach" and as may be directed by the Town Engineer or the Public Works Inspector. The applicant further acknowledges that submitting this application with payment for a permit is no guarantee of receiving a permit. No work is authorized until a permit is issued. All permits must be on the job when work is in progress. Failure to comply with permit conditions can result in job shut-down and/or fines for violation.

**CONSTRUCTION PARKING CERTIFICATION:** If application is related to CONSTRUCTION PARKING, signature below certifies that the property owner has been provided with a copy of the NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE pertaining to construction parking. Property Owner's signature must be provided (Schedule 6).

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY:	APPROVAL COMMENTS/CONDITIONS: _____
APPROVAL SIGNATURE:	_____
DATE:	_____

**RIGHT-OF-WAY, ENGINEERING OR UTILITY PERMIT SCHEDULES**

*Choose one permit type per application.*

<input type="checkbox"/>	U-CONSTRUCTION PARKING (1,6)	Req'd for any construction related parking that is not confined within job site.
<input type="checkbox"/>	U-DE-WATERING PERMIT (3)	Req'd to discharge water from a property or facility into the Town drainage system.
<input type="checkbox"/>	U-DRIVEWAY PERMIT (2)	Req'd for alteration, addition or removal of any driveway in the Town.
<input type="checkbox"/>	U-EXCAVATE IN RIGHT-OF-WAY (5)	Req'd for digging in or under any pavement, sidewalk, median or easement.
<input type="checkbox"/>	U-USE OF/WORK IN RIGHT-OF-WAY (5)	Req'd for operating trucks, cranes, loaders, and similar equipment in ROW.
<input type="checkbox"/>	U-WATER/SEWER SERVICE (3)	Req'd to connect or disconnect these services in ROW or easement.
<input type="checkbox"/>	U-OTHER PERMIT REQUESTS (5)	Req'd for activities in ROW or easements not addressed above.
<input type="checkbox"/>	U-DELIVERY PERMIT - 2 HOUR (4)	Req'd for loading/unloading of materials and equipment in ROW only.

**SCHEDULE 1 - CONSTRUCTION PARKING TYPE**

<input type="checkbox"/>	GENERAL 1	<input type="checkbox"/>	WORTH AVE 3
<input type="checkbox"/>	METERED 2	<input type="checkbox"/>	CLOSEOUT 4
<input type="checkbox"/>		<input type="checkbox"/>	OWNER 5

**\*Complete add'l schedule for each parking type below:**

# OF DAYS (3,5)	<input type="text"/>
# OF WORK DAYS (2)	<input type="text"/>
# OF MONTHS (3,5)	<input type="text"/>
# OF WEEKS (4)	<input type="text"/>

START DATE (ALL) \_\_\_\_\_  
 END DATE (ALL) \_\_\_\_\_

**SCHEDULE 3**

# HOSES <= 2" \_\_\_\_\_  
 # HOSES >2"-6" \_\_\_\_\_  
 # HOSES >6" \_\_\_\_\_  
 #1000 GALLONS \_\_\_\_\_  
 START DATE \_\_\_\_\_  
 END DATE \_\_\_\_\_

**SCHEDULE 3**

DATE \_\_\_\_\_  
 START TIME \_\_\_\_\_  
 END TIME \_\_\_\_\_  
 EQUIPMENT \_\_\_\_\_

**SCHEDULE 2**

NUMBER OF OPENINGS: \_\_\_\_\_  
 WIDTH OF OPENING #1 \_\_\_\_\_  
 WIDTH OF OPENING #2 \_\_\_\_\_  
 WIDTH OF OPENING #3 \_\_\_\_\_  
 CONSTRUCTION TYPE: \_\_\_\_\_

CONCRETE    ASPHALT    PAVERS    OTHER

START DATE \_\_\_\_\_  
 END DATE \_\_\_\_\_

**SCHEDULE 5**

START DATE \_\_\_\_\_  
 END DATE \_\_\_\_\_

**SCHEDULE 6 - PROPERTY OWNER'S AFFIDAVIT**

**I have received and understand the Town's NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE pertaining to construction parking.**

OWNER'S EMAIL ADDRESS (REQUIRED): \_\_\_\_\_  
 OWNER'S SIGNATURE: \_\_\_\_\_  
 OWNER'S PRINTED NAME: \_\_\_\_\_

- \* Must be signed by the property owner. If owner is corporation, must be signed by officer of corporation or someone with written authorization.
- \* A Residential Tenant may not sign for property owner unless written authorization from property owner is attached.
- \* A Commercial Tenant may not sign for property owner; store manager or corporate officer signature required.
- \* If owner is a trust, must be signed by an officer of trust or someone with written authorization.

## **PUBLIC WORKS APPLICATION CHECKLIST**

*Permit applications accepted Monday through Friday from 8:30 a.m. to 4:00 p.m.*

Please allow approximately 72 hours for approval and issuance of your permit.

You must be registered as a contractor in order to submit a permit application. Submit a \$ 25.00 registration fee, together with a copy of your state/county license/business tax receipt and your completed Contractor Registration Application.

You will be required to pay the entire permit fee upon submission of your permit application. If you have available funds "on account", you may use those funds to pay for permit fees.

**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:**

**CONSTRUCTION PARKING PERMIT** - Required for any construction related parking that is not confined within job site.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Two (2) sets of the site utilization plans showing on-site vehicle and equipment parking spaces and a letter from the general contractor describing the car/truck pooling measures being used to relieve parking load on the site. Owner's signature required acknowledging receipt of 3-strike rule.

**DE-WATERING PERMIT** - Required to discharge water from a property or facility into the Town drainage system. Public Works Inspector must be present at de-watering start-up. Call for inspection: 561-227-7090

**DRIVEWAY PERMIT** - Required for alteration, addition or removal of any driveway in the Town.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Two (2) sets of construction detail drawings and "Maintenance of Traffic Plan". In addition, if any portion of the driveway within the right-of-way or utility easement is not plain concrete or asphalt, a "DRIVEWAY AGREEMENT" must be executed by the property owner, recorded with the property and submitted to the engineering division before a permit will be issued. Decorative driveways are NOT permitted in the right-of-way where a sidewalk or bicycle path exist .

**EXCAVATE IN RIGHT-OF-WAY** - Required for digging in or under any pavement, sidewalk, median or easement.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Two (2) sets of construction drawings and "Maintenance of Traffic **ALWAYS CALL BEFORE DIGGING. FOR TOWN OWNED ELECTRICAL CALL 561-835-4683 AND SEWERS CALL 561-838-5429 OR 838-5440. ALL OTHER UTILITIES, CALL APPROPRIATE NOTIFICATION SERVICE.**

**USE OF OR WORK IN RIGHT-OF-WAY** - Required for operating trucks, cranes, loaders, and similar equipment on right-of-way.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT: Two (2) sets of "Maintenance of Traffic Plan".

**WATER OR SEWER SERVICE** - Required to connect or disconnect these services in right-of-way or easement. Inspection required before backfilling/excavation. Call for inspection 48 hours in advance. Sewer cap-offs require plumber to give water resources inspector a detailed location sketch at time of inspection. Call 561-227-7090 to schedule inspection.

**DELIVERY PERMIT** - Delivery of materials which will not block a major roadway or a moving lane of traffic and will take less than two (2) hours, requires a Delivery Permit. For all other construction activities concerning deliveries including the use of a crane or any other mechanized materials handling equipment, a right-of-way permit is required. For any work that will block the traffic lane of any roadway, a Maintenance of Traffic (MOT) plan is required.

**OTHER PERMIT REQUESTS** - Required for activities in Rights-of-way or easements not addressed above.

**PERMIT CONDITIONS:** By signature on Page 1, the applicant affirms he/she has the authority to and affirms that all work done under any permit that may be issued as a product of this application will be executed in compliance with the "Department of Public Works, Engineering Division, Standards Applicable to Public Rights-of-Way and Easements Within the Town of Palm Beach" and as may be directed by the Town Engineer or the Public Works Inspector. The applicant further acknowledges that submitting this application with payment for a permit is no guarantee of receiving a permit. No work is authorized until a permit is issued. All permits must be on-the-job when work is in progress. Failure to comply with permit conditions can result in job shut-down and/or fines for violation.