

TOWN OF PALM BEACH

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Director of Planning, Zoning & Building

Re: Permit Time Extensions

Date: August 23, 2023

FOR YOUR INFORMATION

Permit Time Extensions are made when existing building permits expire. Once the EnerGov software is operational in PZB (scheduled for March of 2024), expired permits will be known immediately, but currently under the Eden software, expired permits are either discovered by owners, Town staff, or contractors. Once discovered, the contractor must cease work, prepare a formal letter requesting a permit time extension and explain the reasons for not completing the project in time, provide an updated construction schedule, notify the abutting neighbors of the situation and provide the date, time, and location of the meeting in which the permit time extension is to be reviewed, and then attend the Town Council meeting to provide testimony on the matter.

The notification to neighbors is not a Town Code requirement for expired permits, but a policy matter that staff and the Town Council do their best to enforce.

In this discussion, perhaps the Town Council could consider allowing simple, short extensions of time to expired or expiring permits to be approved for short extensions by Town staff, if very limited in time (few weeks) and no negative neighbor complaints or objections.

Finally, we should review the schedule of permitted construction projects, based upon the size of the building being built or renovated. This schedule is found in Chapter 18. The multiple expired permits due to the Covid-19 have shown how the pandemic has played havoc with the timing of labor and materials, and still are causing issues today. Perhaps changes to this schedule should be considered.

TABLE 1. CONSTRUCTION SCHEDULE

	Square Footage Under Roof	New Construction* Maximum Time Permitted	Remodel/Accessory Construction Maximum Time Permitted
I.	Projects 3,999 sq. ft. or less	16 months	16 months
II.	Projects 4,000 sq. ft. to 5,999 sq. ft.	20 months	24 months
III	Projects 6,000 sq. ft. to 9,999 sq. ft	24 months	30 months
IV	Projects 10,000 sq. ft. to 19,999 sq. ft	30 months	36 months
V	Projects 20,000 sq. ft. to 39,999 sq. ft	36 months	42 months
VI	Projects larger than 40,000 sq. ft.	To be determined by the town council prior to permit issuance	To be determined by the town council prior to permit issuance