

Department Contacts

Debby Moody, Business Services Supervisor, MBTO
(561) 227-6411
dmoody@townofpalmbeach.com

Paul Castro, Zoning Administrator
(561) 227-6406
pcastro@townofpalmbeach.com

Wayne Bergman, Assistant Director / Building Official
(561) 227-6426
wbergman@townofpalmbeach.com

Martin Deloach, Fire Marshall
(561) 227-6497
mdeloach@townofpalmbeach.com



TOWN OF PALM BEACH

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

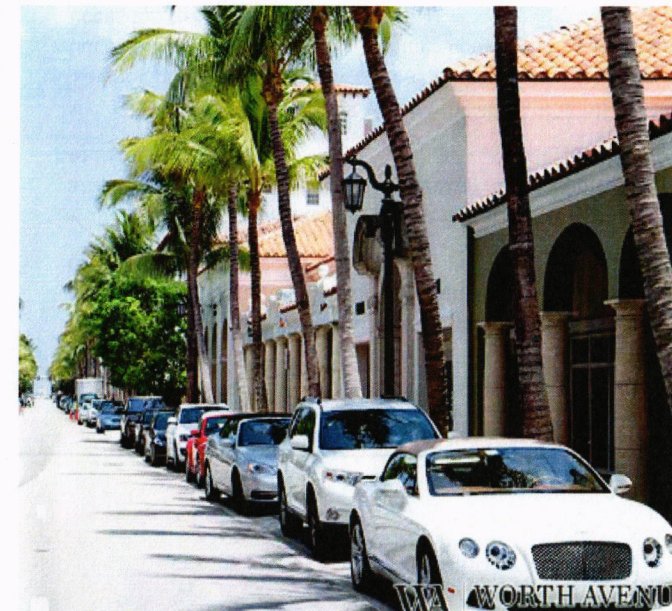
Phone: 561-838-5431
Fax: 561-835-4621
www.townofpalmbeach.com



The Building Department is open Monday through Friday from 8:30am to 5:00pm, with the exception of Town observed holidays.

Thinking of Opening a Business in Palm Beach?

TOWN OF PALM BEACH



BUSINESS TAX RECEIPT INFORMATION

Welcome to the Town of Palm Beach. The Town wants to help you be successful in your new business. We've developed this brochure to guide you in finding answers to the many questions you may have about doing business in the Town.

BUSINESS TAX RECEIPT (BTR) All businesses must obtain an annual Business Tax Receipt from both the Town and Palm Beach County. All persons working at the same business, yet holding an individual State professional license, must obtain a separate business tax receipt. Examples include each attorneys within a law firm, brokers, cosmetologists within a salon, etc.

Call the Business Tax Official at 561-227-6411.

ZONING All new businesses must comply with Town zoning regulations. It is important to confirm how the underlying property is zoned, and whether the zoning district allows the proposed business.

Call the Zoning Administrator at 561-227-6406.

SIGNAGE REQUIREMENTS The Town regulates the type, size, location and lighting of all signs that advertise businesses. Permits and inspections are required.

Call the Planning Administrator at 561-227-6414.

VARIANCE, SITE PLAN OR SPECIAL EXCEPTION REQUIRED? Some businesses, depending upon their nature, design, and/or location, may require specific approval from the Town Council.

Call the Zoning Administrator at 561-227-6406.

OFF-STREET PARKING REQUIREMENTS Parking requirements vary depending upon specific site variables: new building construction vs. use of an existing structure, intensification of use, occupancy changes, etc.

Call the Zoning Administrator at 561-227-6406.

Special Requirements for Certain Occupations

A. If your profession or business is certified by the Department of Business and Professional Regulation (850-487-1395) or Department of Health (850-488-0595), you must attach a copy of your certification, registration, or license to the local BTR application.

B. Banks, mortgage brokers, finance companies, and stock-brokers must be registered with the Office of Financial Regulation (850-410-9805). A copy of the license showing proper business location must be attached to the local BTR application.

C. Restaurants are subject to State and County requirements (licensing, inspections, etc.) in addition to local regulations imposed by the Town. The Establishment must contact the Division of Hotel & Restaurants (850-487-1395). A copy of the State approved inspection report must be attached to the local BTR application.

D. Food outlets, auto repair, travel agencies, telemarketers, health and dance (ballroom) studios must attach a permit, registration or exemption from State of Florida, Dept. of Agriculture & Consumer Services (1-800-435-7352) to the local BTR application.

E. Certified contractors must attach a copy of State of Florida and/or Palm Beach County Certification. Call 561-233-5525 for certification information. County receipt is required; County wide municipal receipt is optional

“QUICK FACTS”

✓ Change of business location requires zoning approval, a new application, payment of a transfer fee and surrender of the current receipt.

✓ Change of ownership requires proof of sale of business, a new application, payment of a transfer fee and surrender of the current receipt.

✓ No business tax receipt will be issued until applicable Town, County and State laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.

BTR questions should be directed to the Business Tax Official at 561-227-6411.

Miscellaneous Tips

All businesses organized as corporations or Limited Liability Companies must be Florida-based, or be registered with the State as a foreign corporation. Find details at www.sunbiz.org.

If a business name is different in any way from the corporate or LLC name (including suffixes such as Inc., Ltd., etc.), the business must file a fictitious name registration with the State. Find details at www.sunbiz.org.

The Town's entire Code of Ordinances can be located online at www.municode.com (click on municode library).

The Town has a historical land marking program. Consult the Planning Administrator (561-227-6414) if the proposed business is located within an officially designated land-marked site.

DEPARTMENT CONTACTS

Michelle Sentmanat, Senior Development Permit Tech.
(561) 227-6413
msentmanat@townofpalmbeach.com

Christine Conklin, Development Permit Technician
(561) 227-6410
cconklin@townofpalmbeach.com

Jennifer Cote, Development Permit Technician
(561) 227-6412
jcote@townofpalmbeach.com

Andres Quintana, Plan Review
(561) 227-6415
aquintana@townofpalmbeach.com

Brian Thomas, Plan Review
(561) 227-6407
bthomas@townofpalmbeach.com

Wayne Bergman, Assistant Director / Building Official
(561) 227-6426
wbergman@townofpalmbeach.com

Paul Castro, Zoning Administrator
(561) 227-6406
pcastro@townofpalmbeach.com

Craig Hauschild, PZB Engineer
(561) 227-7042
chauschild@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.

PERMIT TRACKING / PICK UP INFORMATION

TOWN OF PALM BEACH



PERMIT TRACKING / PICK UP INFORMATION

The Town of Palm Beach offers an interactive website that will allow you to track your permits on line. Log on to <https://eden.townofpalmbeach.com> this link will direct you to the main screen where you will see "CITIZEN SERVICES" on the left. Click on this tab to go to the next screen as shown below.

Welcome to Town of Palm Beach Online Services

Citizen Services includes customer access to Business Tax Receipts, Permitting and Parcel information.

Human Resources services include online Job Listings and Employee

This next screen is where you will log on to track your permit. You can log on without registering by selecting "PERMITS INQUIRY". You can also register your company by selecting "NEW USER" and follow the instructions. If you are already registered select "REGISTERED USER" and log on.

Permits Inquiry

Please Logon or Register...

Registered Users

New Users

At the next screen you will see several fields for which you can search for a permit. Select the first line "PERMIT NO.". Input the permit number from the receipt you have received at permit submittal. (Example: B1223162) Next click **SEARCH FOR PERMITS** at the bottom of the page.

Permit No. B-12-23162

Search for Permits

At this screen you will see your permit number in a blue hyperlink. Click on the hyperlink which will take you into your permit.

Permit#	App. Date	Street Address	Type	Description	Fees Due
B-12-23162	03/08/2012	360 S COUNTY RD	B-RESIDENTIAL OTHER (WITH PLANS)	THIS IS ONLY A TEST PERMIT FOR JIM PALMER & DANALDI FROM EDEN -TESTING I/R & INSPECTIONS	0.00

You can change the viewing to "ACTIONS". By doing this you can see any comments plan review may have or where your permit is in the routing status.

Viewing: Permit

ACTIONS

"APPLIED" Date application Is submitted.

"APPROVED" Date permit is Approved in Plan review.

"ISSUED" Date permit is **READY for pickup.**

APPLIED

ISSUED

"DEPARTMENT CONTACTS"

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

wbergman@townofpalmbeach.com

Michelle Sentmanat, Senior Development Permit
Technician
(561) 227-6413

msentmanat@townofpalmbeach.com

Christine Conklin, Development Permit Technician
(561) 227-6410

cconklin@townofpalmbeach.com

Jennifer Cote, Development Permit Technician
(561) 227-6412

jcote@townofpalmbeach.com

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

cjohns@townofpalmbeach.com

Mike Olbrych, Combination Inspector
(561) 227-6416

molbrych@townofpalmbeach.com

Robin Rivera, Combination Inspector
(561) 227-6419

rrivera@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

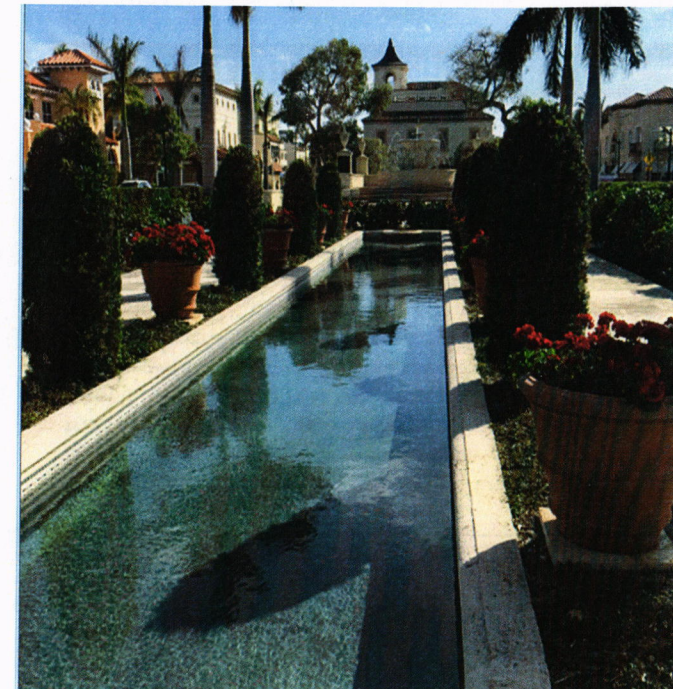
www.townofpalmbeach.com



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.

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 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 Town's Website 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 is 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.

Online Resources

You may also visit our website at www.townofpalmbeach.com. There you can view and download building department forms and applications, you will see links and additional resources for your permitting needs.

- For permit tracking/ plan review and inspection scheduling:
<http://eden.townofpalmbeach.com>
- The Department of Business and Professional Regulations:
www.myfloridalicense.com.
- Palm Beach County Contractor Information & Status:
www.pbc.gov
- Palm Beach County Property Appraisers Office:
www.pbc.gov/papa

TOWN OF PALM BEACH

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

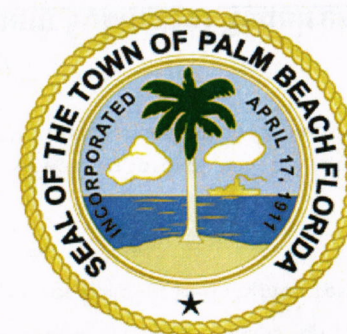
Phone: 561-838-5431
Fax: 561-835-6421
www.townofpalmbeach.com



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.

OWNER / BUILDER PERMIT GUIDELINES

TOWN OF PALM BEACH



OWNER BUILDER GENERAL INFORMATION

The provision of Chapter 489 F.S. requires construction to be done by licensed contractors. You may apply for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must perform or supervise the construction yourself. Remember, you are accepting responsibility for code compliance, and other financial or business responsibilities, when you are acting as your own contractor.

As an owner/builder, you may build or improve a 1 or 2 family residence, or build or improve a commercial building at a cost of \$75,000 or less in value, within any 12-month period. The residence or building must be for your own use and occupancy. It may not be built for sale or lease.

If pulling a permit as owner/builder, you must personally appear in the building department for submittal, sign an Owner /Builder Affidavit, and have your signature notarized by a building department staff member.

As Owner/Builder, it is your responsibility to make sure that people employed by you have licenses and insurance as required by State law and Town licensing ordinances.

Time Limitation of Application

FBC Chapter 1, 105.3.2 states: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filling, unless application has been pursued in good faith or a permit has been issued." Keep in mind a permit that has been issued also has an expiration date.

Notice of Commencement

State Statute requires all permits with a value greater than \$2,500 to record a Notice of Commencement with the Clerk of the Circuit Court prior to first inspection. If replacing air conditioning equipment (HVAC), the requirement is a value of \$7,500 or more.

Most Common Owner Builder Permits

- Alteration—Interior or Exterior
- Addition—1&2 Unit Dwelling
- Window and Door Replacements
- Re-roofing
- Site Wall / Fence / Gate
- Demolition
- Awnings
- Storm Shutters
- Driveway

"QUICK FACTS"

All work must meet current Building Code standards.

Submittals must clearly define scope of work. Any required plans if applicable must be drawn to scale, signed and sealed by an engineer or architect (if required), and submitted in duplicate along with all other applicable requirements.

Check with Contractors Certification for licensing information on a company and/or contractor at (561) 233-5525

NOTE: Performing improvements on your property without proper building permits may result in paying 4 times the fee.

Building Official approval will be required prior to any permits being issued as an Owner/Builder.

Minimum Submittal Requirements

- Contractor Registration form and \$25 Fee
- Completed Town of Palm Beach Construction Permit Application
- Owner/Builder Affidavit
- Plans / Specs if required (min. 2 sets)
- Payment of all applicable permit fees

"DEPARTMENT CONTACTS"

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

wbergman@townofpalmbeach.com

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

cjohns@townofpalmbeach.com

Mike Olbrych, Combination Inspector
(561) 227-6416

molbrych@townofpalmbeach.com

Brian Thomas, Chief Plumbing Inspector
(561) 227-6407

bthomas@townofpalmbeach.com

Robin Rivera, Combination Inspector
(561) 227-6419

Rrivera@townofpalmbeach.com

Craig Hauschild, PZB Engineer
(561) 227-7042

chauschild@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.**



Realtors / Home Buyers

Check open permits.

Know your flood zone – know what you can do to the home, and what will cause to elevate your home.

Know what requires a permit.

Know what exterior and site improvements trigger the need for Arcom or LPC approvals.

Design Professionals

Review the PZB Land Use Application Calendar (annually updated).

Review the new application process, which includes mandatory pre-application meetings for most projects.

Contractors

Add construction screening, site staging, truck logistics.

Landscape buffering – must follow approved construction screening plan.

New Arcom / LPC mandatory inspections during construction (cannot be completed by private Providers).

Screen portable toilets.

Follow Arcom and LPC plans as approved by the Town. Any exterior building or site changes must be approved by the Town before the construction can commence.

Know the duration of the permit(s), and how to request time extensions.

3-Strike regulation.