

## "DEPARTMENT CONTACTS"

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## 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](http://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.

## CONSTRUCTION RULES AND REGULATIONS FOR CONTRACTORS AND LANDSCAPERS

## TOWN OF PALM BEACH





## Construction Hours

### Hours for Construction- Ordinance No. 26-2021

#### The Monday preceding Thanksgiving thru April 30th

Work **NOT PERMITTED** on Saturdays, Sundays or legal holidays, including the Friday after Thanksgiving.

Monday through Friday **ONLY** 9am to 5pm

**NO** heavy equipment of other outdoor construction related and lawn maintenance noise is permitted before 9am.

Workers are prohibited from arriving at construction sites prior to 7:30am and are restricted from conducting any kind of site activity prior to 8am. During the weekdays.

#### ALL OTHER TIMES

**NO** Construction on Saturdays, Sundays or legal holidays, including the Friday after Thanksgiving.

Construction allowed Monday through Friday 9am to 5pm.

Construction, **QUIET INTERIOR WORK and quiet lawn maintenance work and tree trimming** allowed Saturdays 9am to 5pm.

PROHIBITED on Saturdays

- ⇒ Material Deliveries
- ⇒ Concrete Pours / Concrete Sawing
- ⇒ Demolition/Razing of buildings (except non-mechanized cleanup)
- ⇒ The operation of any heavy equipment or machinery.

#### WORTH AVE HOURS

Work on Worth Ave is allowed beginning May 1st and ends October 31st of each calendar year.

Work **NOT PERMITTED** Sundays and legal holidays when all construction work is prohibited.

## Construction Site Management

**Sec.18-309-310-** Property owners and their contractors shall be responsible for the implementation, installation, and maintenance of all required demolition and construction screening, perimeter landscaping and screening, on-job toilet facilities, truck logistics and staging, and other required site matters required by the Town's ordinance 28-2021, Sections 18-2, 18-3, 18-86, 18-111, 18-201, 42-197, 42-198 and 42-199.

Any Town-documented lack of required item(s) or lack of maintenance of the item(s) shall be a violation of the Town's ordinance and each violation will constitute one strike under the **"3-Strike Rule"** which is detailed in the Town Right of Way Manual, Chapter XII, Miscellaneous provisions, construction parking & construction site management. Compliance with the Town Right of Way Manual is mandated by Section 18-111.

Property owners and they contractors shall be responsible for complying with the noise regulation and hours for construction work, contained in Chapter 42, Environment, Sections 42-197 through 42-199.

**PEAK SEASON**-(Monday preceding Thanksgiving through April 30)

### Landscaping Ordinance No.29-2021

- Landscaping permitting Monday-Friday 8:00am—5:00pm (Sec.42-199).
- No landscaping permitted on Saturdays, Sunday's or legal Holidays, including the Friday after Thanksgiving.
- No Arrival of landscaping crew at worksites until 7:30am on weekdays

## Construction Site Mgmt. Continued

**OFF-PEAK SEASON** - (May 1 through Monday preceding Thanksgiving.)

- Landscaping is permitted Monday –Friday form 8:00am-6:00pm (sec-42-199)
- No Landscaping permitted on Saturdays, Sundays or legal holidays, including the Friday after Thanksgiving, with the exception of quiet lawn maintenance and tree trimming, which is permitted from 9:00am-5:00pm on Saturdays (Sec42-199)
- No arrival of landscaping crew at worksites until 7:30am on weekdays and 8:30am on Saturdays.

#### YEAR-ROUND -

- Gasoline powered leaf blowers are **PROHIBITED** on any property which is less than one acre in size (Sec.42-197). As of May 1, 2022, gas powered leaf blowers are **PROHIBITED** on any property regardless of size.
- Leaf blowers noise shall not exceed a decibel level of 65 dBA as measured at 50 ft from the point of operation (sec.42-230).
- No use of leaf blowers from 8:00am-9:00am (YEAR ROUND)
- It is unlawful to blow, sweep or rake yard trash or clippings into a public street or storm drains (Sec.42-230)
- Residents performing their own lawn maintenance are permitted to do so after 9:00am on Saturdays, Sundays and legal holidays, including the Friday immediately after Thanksgiving with the exception of leaf blower use (Sec.42-230)





## DEPARTMENT CONTACTS

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## INFORMATION FOR OWNERS, ARCHITECTS AND LANDSCAPE DESIGNERS

## TOWN OF PALM BEACH





## NEED TO GET ON AN ADGENDA FOR ARCOM, LANDMARKS or TOWN COUNCIL ?

If you have an upcoming project that requires approval from either the Town's Architectural Commission, Landmarks or Town Council, there are procedures in place in order to be placed on an upcoming meeting agenda. steps. Whether you are the property owner or the owner's architect or engineer, the process remains the same.

**STEP 1** - Applicant (owner, architect or engineer) will need to contact PZB for the project they would like to present. Brief description and plans are sent digitally. At this time you will be placed on a pre-app meeting agenda and receive a project number.

**STEP 2** - Pre-application meetings are held monthly. The applicant will meet with staff to present project and receive feedback from staff.

**STEP 3** - First submittal / file fee. Applicant will submit six (6) sets of plans (mini sets) and a digital copy to Town hall on date provided.

**STEP 4** - Internal staff review and comments issued via email to applicants.

**Step 5** - Applicant to address any comments and resubmits 2 sets and a digital for final submittal.

**Step 6** - PZB reviews and if package is fully completed a notice to proceed will be issued and a final invoice will be generated.

**Step 7** - FINAL - Final mini sets (12 complete sets) along with any fees due will be submitted to the Town.

At this stage the Town will finalize the agenda and the meeting will be held on dates advised.



## INFORMATION FOR LANDSCAPE ARCHITECTS

In accordance with the Town of Palm Beach ordinance 24-2021, "Native Plant Species", Native plant species shall be the plant species indigenous to the Town of Palm Beach, Florida region and found through the Institute for Regional Conservation (IRC), Natives for your neighborhood. Pestilent exotic/invasive species means species as identified by the **Florida Invasive Species Council**.

- Sec.66-212 Purpose and intent—It is the intent of the Town by establishing minimum standards for the protection of natural plant communities, and the installation of continued maintenance of landscaping within the Town.
- At least 35 percent of all new required landscaping, in the categories of trees, palms, shrubs, and a combined category of vines and ground cover plants, shall consist of native vegetation.
- Prohibited species identified as pestilent exotic species shall NOT be installed as landscape material and shall be removed from property as part of development and redevelopment activity prior to the issuance of a permit for said development and redevelopment activity.

## ARTIFICIAL TURF

Artificial Turf—A product manufactured from synthetic materials that simulates the appearance of natural turf, grass, sod or lawn.

## ARTIFICIAL TURF CONTINUED

In all zoning districts, artificial turf shall be reviewed and may be approved in accordance with the ARCOM Project Designation Manual, or Project Designation Guide for Landmarked and Historically Significant Building properties, and may be installed in areas of rear and side yards, or as a driveway accent in any yard, example to include strips or artificial turf placed between stone or concrete driveway pads. Artificial turf shall not be installed in any front yard areas, except as a driveway accent, or in any areas visible from the public right-of-way (regardless of whether it is in the rear or side yard). No artificial turf shall be installed in the public right-of-way per **Sec. 66-313-314**

### LOT FILL—Ordinance 19-2021

#### Sec.134-1600—Maximum lot fill allowed

- ♦ The lot grade of any property shall not exceed a grade elevation height of half the difference between the lowest habitable finished floor of the principal structure and the highest crown of the road in the front of the lot. In case of a through or corner lot, the highest crown of road from the street determined to be on the front of the property line.

- ♦ EQUATION AS FOLLOWS:

**COR:**Highest crown of road where the principal structure fronts onto.

**FFE:** Lowest habitable finished floor elevation of the principal structure.

**COR-FFE ÷ 2 =** Maximum amount of fill allowed on a lot.



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## INFORMATION FOR OWNERS AND REALTORS

### TOWN OF PALM BEACH





## NEED TO GET ON AN ADGENDA FOR ARCOM, LANDMARKS OR TOWN COUNCIL?

If you have an upcoming project that requires approval from either the Town's Architectural Commission, Landmarks or Town Council, there are procedures in place in order to be placed on an upcoming meeting agenda. steps. The application process, calendar of dead lines and application forms/checklists are on the Town's website.

**STEP 1** - Applicant (owner, architect or engineer) will need to contact PZB for the project they would like to present. Brief description and plans are sent digitally. At this time you will be placed on a pre-app meeting agenda and receive a project number.

**STEP 2** - Pre-application meetings are held monthly. The applicant will meet with staff to present project and receive feedback from staff.

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At this stage the Town will finalize the agenda and the meeting will be held on dates advised.

## WHEN IS A PERMIT REQUIRED?

The Town of Palm Beach requires permits for most construction-related work. Various improvements of real property may not require a Building Permit or Zoning review. Some may require only a Zoning review, but are exempt from inspection and Building Code review. The work exempted must still be constructed in accordance with the minimum code standards. For your specific project please contact the Planning, Zoning and Building Department prior to starting work. Beginning work requiring a permit before the permit is issued is a violation of code and can have serious consequences. Do not forget that a notice of commencement (NOC) is required.

The following helps clarify the Building Division's current permit requirement for specific types of improvements:

### EXAMPLES OF ITEMS NOT REQUIRING A PERMIT:

- A/C—Replace window unit, electrical outlet existing.
- A/C Heating—repair—parts replacement only, no ductwork, no new equipment.
- Ceiling fan—replacement using existing outlet box and wiring, box must comply with NEC 422.18.
- Dishwasher— replacement within a dwelling unit.
- Interior doors - (1-2 Family Dwelling) excluding garage doors and exterior doors .
- Drywall - repairs if value of work is under \$2,500 (residential only, Non-Fire Rated).
- Light Fixture— Replace "like for like" in existing outlet.
- Outlet or switch - replace existing .
- Painting (only a right of way permit may be required if equipment is in street or on sidewalk).
- Screen room - Replace screening to \$2,500.00.
- Playground equipment.
- Satellite Dish Antennas—1 meter or less in diameter.

## FEMA'S SUBSTANTIAL IMPROVEMENTS

If your property is in a Special Flood Hazard Area, Town staff is required to determine if the proposed work is a Substantial Improvement (SI). Substantial Improvement is any reconstruction, rehabilitation, addition or other improvement of a structure, where the cost of improvement equals or exceeds 50 percent of the market value of the structure (not including land).

- **Cost of Improvement (CI):** \_\_\_\_\_
- **Market Value of Existing Structure (MV)** \_\_\_\_\_
- **SI Calculation: CI and MV x 100=** \_\_\_\_\_

**The proposed work is a substantial improvement if it equals or exceeds 50%.**

CI is based on the cost of the proposed work listed on your initial application and any work conducted on the same structure **WITHIN THE LAST YEAR**. Reference FEMA'S Substantial Improvement / Damage checklist on the Town's website.

**MV** is initially calculated from the County Property Appraiser's office. If the initial SI calculation is over 40%, an independent appraisal of the market value (structure only) may be requested. Please use the "cost approach" method, so that the structure value is separated from the land value. The appraisal must be prepared and signed by a professional appraiser no earlier than 90 days before a building permit application is submitted.

### SI CALCULATION ≥ 50%

If the SI calculation for the proposed work equals or exceeds 50%, then floodplain development standards apply. The structure must be elevated (or flood proofed if its non-residential) to at least 1-foot above the Base Flood Elevation (BFE) and meet other applicable requirements listed in the Town Floodplain Management Ordinance and Florida Building Codes.

**Please refer to the Town's Ordinance Chapter 50 section 50-81,50-82 and 50-83**





## **Department Contacts**

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## **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. **Prior to obtaining permits for any renovations/space modifications, make sure your business tax receipt is submitted to the Town.**

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

**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.

**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.

### **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](http://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](http://www.sunbiz.org).

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

The Town has a historical land marking program. Consult the Planning, Zoning & Building staff if the proposed business is located within an officially designated landmarked site.



## "DEPARTMENT CONTACTS"

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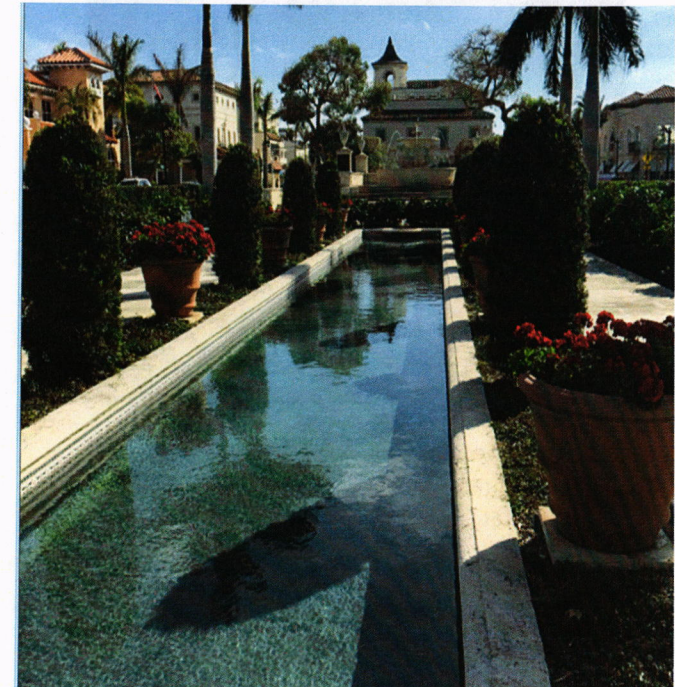
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# YOU HAVE JUST RECEIVED A PERMIT, NOW WHAT?

## TOWN OF PALM BEACH

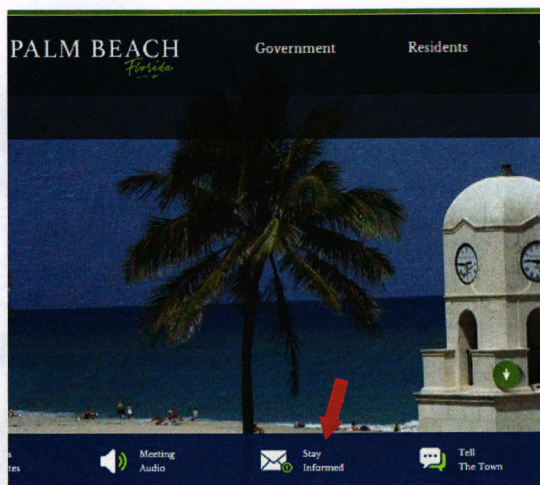




## “STAY INFORMED”

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](http://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 Rule”. If and when a contractor should receive 3 violations at a job site for parking non-authorized construction vehicles on the street or other Town Violations, 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](http://www.townofpalmbeach.com). The property owner must acknowledge with their signature the 3-strike rule and the consequences for noncompliance.
3. Unauthorized/excessive vehicles parked on Town streets at construction sites, and other Town violations 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 in 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.

## “CONDITIONAL/TEMPORARY CO”

1. The following inspections MUST be completed/ finalized for the structure(s):

- 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](http://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:  
<https://eden.townofpalmbeach.com>
- The Department of Business and Professional Regulations:  
[www.myfloridalicense.com](http://www.myfloridalicense.com).
- Palm Beach County Contractor Information & Status:  
[www.pbc.gov](http://www.pbc.gov)
- Palm Beach County Property Appraisers Office:  
[www.pbc.gov/papa](http://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](http://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

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

Christine Conklin, Development Permit Technician  
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Melissa Foster, Development Permit Technician  
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Andres Quintana, Plan Review  
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Brian Thomas, Plan Review  
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Craig Hauschild, P.E., CFM, Civil Engineer PZB/PW  
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[chauschild@townofpalmbeach.com](mailto:chauschild@townofpalmbeach.com)

Paul Burgoon, ROW Inspector  
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[pburgoon@townofpalmbeach.com](mailto:pburgoon@townofpalmbeach.com)

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## PERMIT TRACKING / PICK UP INFORMATION

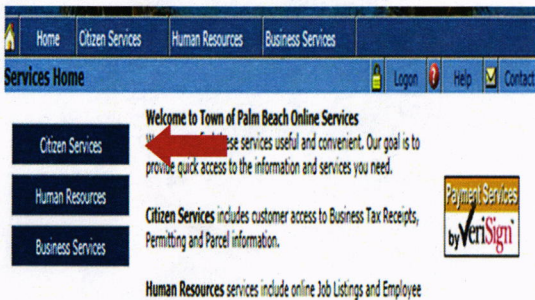
## TOWN OF PALM BEACH



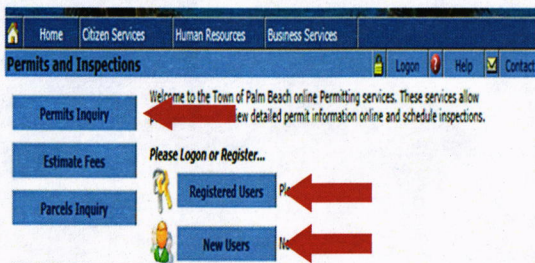


# PERMIT TRACKING / PICK UP INFORMATION

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.



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.



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

Permit ID No.

Project Name

Applicant (Last Name)

Owner (Last Name)

Customer PMAC No.

Application Date (MM/DD/YYYY)

Issue Date (MM/DD/YYYY)

Permit Type: Select a Permit type...

Street Address

Suite Number

Permit Status: ☐ Pending ☐ Issued ☐ Approved ☐ Final ☒ All

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
<a href="#">B-12-23162</a>	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.

Permit: B-12-23162

Applied: 03/08/2012

Approved: 03/08/2012

Issued: 03/08/2012

Final: 10/23/2012

Expires: 10/23/2012

Type: B-RESIDENTIAL OTHER (WITH PLANS)

Status: issued

Permit Description: THIS IS ONLY A TEST PERMIT FOR JIM PALMER & DANALDI FROM EDEN -TESTING I/R & INSPECTIONS

Permit Address: 360 S COUNTY RD BLDG 1 PALM BEACH FL 33480

Applicant: JIM PALMER & DANALDI Owner N

Owner: PALM BEACH TOWN OF

Viewing: Permit

**"APPLIED"**  
Date application Is submitted.

**"APPROVED"**  
Date permit is Approved in Plan review.

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

Permit: B-12-23162

Applied: 03/08/2012

Approved: 03/08/2012

Issued: 03/08/2012

Final: 10/23/2012

Expires: 10/23/2012

Type: B-RESIDENTIAL OTHER (WITH PLANS)

Status: issued

Permit Description: THIS IS ONLY A TEST PERMIT FOR JIM PALMER & DANALDI FROM EDEN -TESTING I/R & INSPECTIONS

Permit Address: 360 S COUNTY RD BLDG 1 PALM BEACH FL 33480

Applicant: JIM PALMER & DANALDI Owner N

Owner: PALM BEACH TOWN OF

Viewing: Permit



## "DEPARTMENT CONTACTS"

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

[cjohns@townofpalmbeach.com](mailto:cjohns@townofpalmbeach.com)

Mike Olbrych, Combination Inspector  
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[molbrych@townofpalmbeach.com](mailto:molbrych@townofpalmbeach.com)

Robin Rivera, Combination Inspector  
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Jim Lydon, Combination Inspector  
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Wayne Bergman, MCP, LEED® AP, Director  
(561) 227-6426

[wbergman@townofpalmbeach.com](mailto:wbergman@townofpalmbeach.com)

James Murphy, Assistant Director  
(561) 227-6401

[jmurphy@townofpalmbeach.com](mailto:jmurphy@townofpalmbeach.com)



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## 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.**

