

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 to be on the jobsite prior to first inspection.

EXAMPLES OF ITEMS NOT REQUIRING A PERMIT:

- A/C - Replace window unit, electrical outlet existing.
- A/C Heating - repair - parts replacement only, no duct-work, 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.



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

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

STEP 1 - The applicant (owner, architect or engineer) will contact the Planning, Zoning, and Building Department (PZB) with the proposed project to be presented with a brief description and plans. To be placed on a pre-application meeting agenda and receive a project number.

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

STEP 3 - The first submittal/file fee begins with the applicant submitting six (6) sets of plans (mini sets) and a digital copy to Town hall on date provided.

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

STEP 5 - The applicant will address any comments and resubmit two (2) sets and a digital set for final submittal.

STEP 6 - PZB reviews the resubmittal. If the package is found to be complete, 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.

Town will finalize the agenda and the meeting will be held on dates advised after Step 7 is complete.

LOT YARD/LANDSCAPE OPEN SPACE

Sec. 134-1968 Lot area, lot coverage and landscape open space.

- The lot area associated with each individual dwelling unit in a two-family use shall be computed as the land area lying between the center of the common wall outward to the side lot line between the front property line and the rear property line.

(Continued) LOT YARD/LANDSCAPE OPEN SPACE

- Neither initial construction and improvements, nor subsequent improvements, shall result in lot coverage for the lot area associated with each individual two-family unit that exceeds the maximum lot coverage for a two-family use as set forth in the zoning district in which the use is located.
- Neither initial construction and improvements, nor subsequent improvements, shall result in landscape open space for the lot area associated with each individual two-family unit that is less than the minimum landscape open space requirements for a two-family use as set forth in the zoning district in which the use is located.

Ordinance No. 23-2021

Sec. 66-313 - Artificial Turf - Locations

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 limited areas of rear and side yards, or as a driveway accent in any yard, example to include strips of 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 area 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.

Ordinance No. 24-2021

Sec. 66-212 - Purpose and intent It is the intent of the Town to promote the health, safety and welfare of existing and future residents of the Town by establishing minimum standards for the protection of natural plant communities, and the installation and continued maintenance of landscape within the Town, in order to eradicate Category I invasive exotic plant species and eradicate or control Category II invasive exotic plant species as listed on the most current Florida Invasive Species Council List.

Sec. 66-285 - General 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.

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 web-site.

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**

Landmarked properties and Historically significant buildings may have different regulations. Contact PZB for information.

TOWN OF PALM BEACH

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

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



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INFORMATION FOR OWNERS AND REALTORS

TOWN OF PALM BEACH



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

If an upcoming project requires approval from either the Town's Architectural Commission, Landmarks, or Town Council, please refer to the procedures to be placed on an upcoming meeting agenda. The process is the same for property owner's professionals (i.e., architect, engineer, etc.)

Examples of projects that require approval from a commission: New Homes, Accessory Structures, Additions, Hardscape/ Landscape changes, Artificial Turf, Generators over 60kw, etc.

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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.
- Sec. 66-285. - General. 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.
- Sec. 66-311- Prohibited plants. 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**

NO ARTIFICIAL TURF OF ANY KIND TO BE INSTALLED UNLESS APPROVED BY ARCOM OR LANDMARKS

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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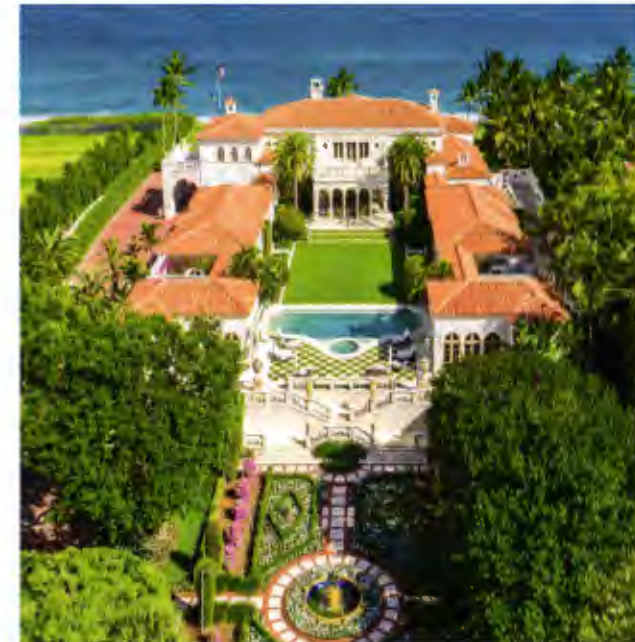
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INFORMATION FOR OWNERS,
 ARCHITECTS AND LANDSCAPE
 DESIGNERS

TOWN OF PALM BEACH



Building Regulations

Ordinance No. 11-2015

A maximum time, calculated from the date of commencement, is established for the completion of major construction projects in the construction schedule (reference section 18-237). This schedule may be extended to accommodate additional time for individual condominium units that are required by condominium rules and regulations to cease work during the season as defined by the rules and regulations of the condominium association. For residential projects in the C-WA zoning district, this schedule may be extended to take into account the period of time during which construction is required to cease in the C-WA zoning district as specified in section 42-199(b) pursuant to Town regulations.

In the event no request is made for extension of time from below referenced schedule, the building permit shall be immediately revoked and all work shall cease and desist. In order to resume work, the contractor and the owner must apply to the Town Council for an extension of time.

	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 Town Council	To be determined to Town Council

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CONSTRUCTION RULES AND REGULATIONS FOR CONTRACTORS AND LANDSCAPERS

TOWN OF PALM BEACH



Construction Hours

Hours for Construction- Ordinance No. 26-2021

PEAK SEASON - The Monday preceding Thanksgiving thru April 30th

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

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

NO heavy equipment or 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 Monday through Friday.

OFF PEAK SEASON

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 through 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. Three strikes will result in a stop work order.

Property owners and 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.

Landscaping Ordinance No.29-2021

PEAK SEASON-(Monday preceding Thanksgiving through April 30)

- Landscaping permitting Monday-Friday 8:00am—5:00pm (Sec.42-199). 8:00am –9:00am quiet work only.
- **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

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

- Landscaping is permitted Monday through Friday from 8:00am-6:00pm (sec-42-199)

Construction Site Mgmt. Continued

- **NO** Landscaping work 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 (Sec. 42-199)
- **NO** arrival of landscaping crew at worksites until 7:30am Monday through Friday 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 blower 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 leaf 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 any day of the week, including the Friday immediately after Thanksgiving with the exception of leaf blower use (Sec. 42-230)





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Doing Business in Palm Beach

Our mission is to deliver the highest quality service and support to the Palm Beach business community with excellence, integrity, and efficiency.

What is the Tax Receipt

A business tax receipt is a tax levied on businesses within the municipal boundary. Payment of the tax receipt does not certify or imply the competence of the licensee. Within Florida, most cities and counties have a business tax receipt program.

When a tax receipt is needed

The purchase of a tax receipt will be needed for both businesses and business conducted within Town Limits. Businesses with more than one location, will need a separate tax receipt for each location. A separate tax receipt is issued for each use performed within the business and in some cases, to each professional operating within the business.

Applying for a Business Tax Receipt

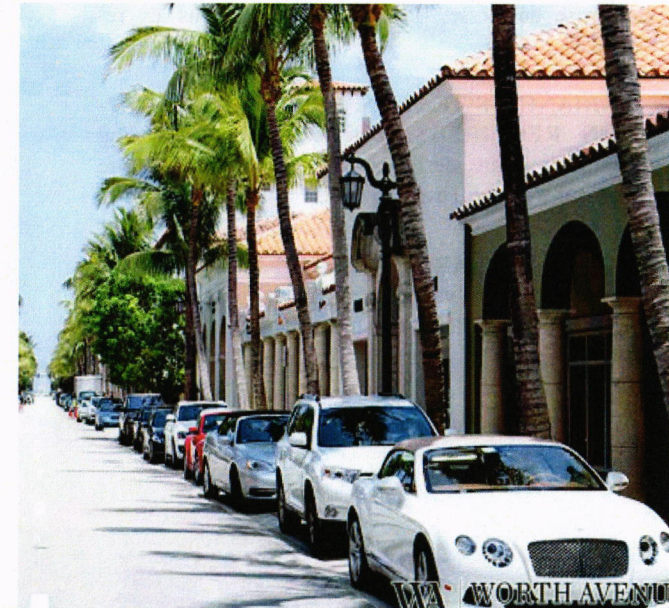
The Business Tax Receipt application is available on the Town's website or at Town Hall.



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

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 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 (i.e. each attorney within a law firm, broker, cosmetologist 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 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. Professions or businesses are certified by the Department of Business and Professional Regulation (850-487-1395) or Department of Health (850-488-0595). Attach a copy of the certification, registration, or license to the local BTR application.

B. Banks, mortgage brokers, finance companies, and stockbrokers 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 requirements.

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

Miscellaneous Tips

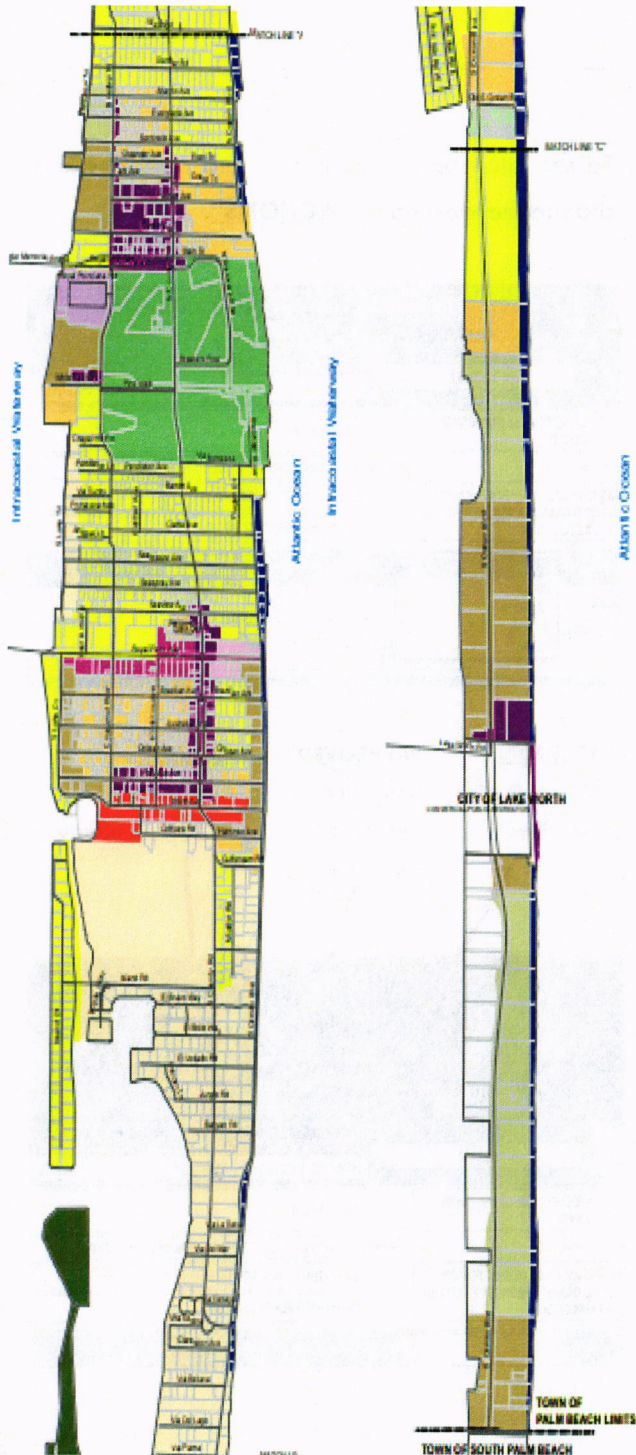
All businesses organized as corporations or Limited Liability Companies must be Florida-based, or be registered with the State as a foreign corporation. Find details at www.sunbiz.org.

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, Zoning & Building staff if the proposed business is located within an officially designated landmarked site.

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PERMIT TRACKING AND PICK UP INFORMATION

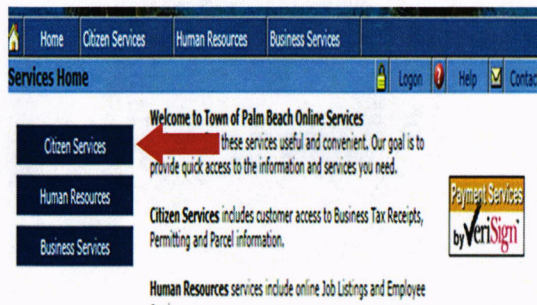
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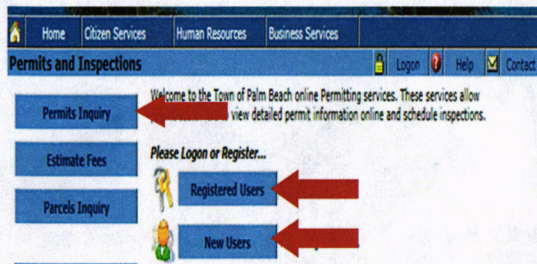
PERMIT TRACKING AND PICK UP INFORMATION

The Town of Palm Beach offers an interactive website that tracks permits online.

Visit <https://eden.townofpalmbeach.com>. This link will direct you to the main screen where you will see **"CITIZEN SERVICES"** on the left.



To log on to track your permit select **"PERMITS INQUIRY"**. You can also register your company by selecting **"NEW USER"** and follow the instructions. If registered select **"REGISTERED USER"** and log on.



Select the first line **"PERMIT NO."**. To input the permit number from the receipt received during the permit submittal. (Example: B1223162) Select **SEARCH FOR PERMITS** at the bottom of the page.

The permit number is displayed as a blue hyper-link to the 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 ITR & INSPECTIONS	0.00

To see plan review comments and routing status change the viewing to **"ACTIONS"**.

"APPLIED"

Date application
Is submitted.

"APPROVED"

Date permit is
Approved in
Plan review.

"ISSUED"

Date permit is
READY for pickup.

Construction Management

Property owners and their contractors are responsible for the implementation, installation, and maintenance of all required demolition and construction screening, perimeter landscaping, screening of on-job toilet facilities, following the truck logistics and staging plan and any and all site conditions required by Chapter 18, Buildings, and Building regulations, including Sections 18-2 (Landscaping: maintenance where used for screening), 18-3 (on-job toilet facilities, required), 18-86 (construction staging and truck logistic plan), 18-111 (compliance with the Town's Right-of-Way manual), and 18-201 (Construction screening). Any Town-documented lack of the required item(s) or lack of maintenance of the item(s) will constitute one (1) strike, and the Town will concurrently prosecute the violation(s) through the Code Enforcement process.

Property owners and their contractors shall be responsible for compliance with the noise regulations and the hours of construction work, found in Chapter 42, Environment, Sections 42-197 through 42-199. Any Town-documented violation of these sections will constitute one (1) strike.

"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 verified the building/structure is suitable for occupancy.

3. A letter from the owner must be received that states the understanding that the property is still a construction site and 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.

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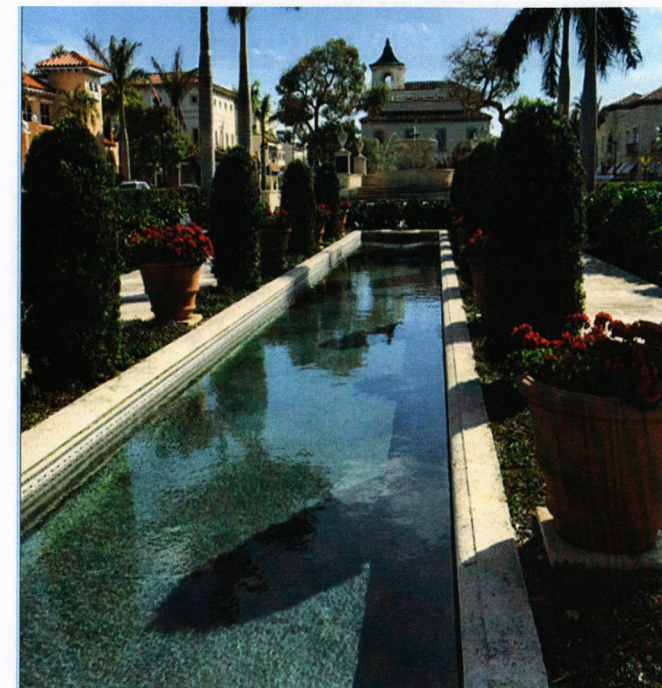
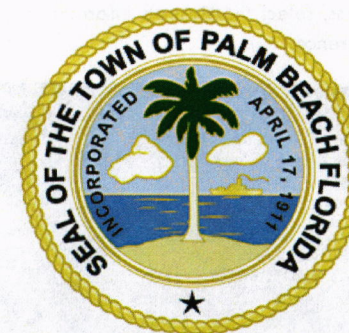
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YOU HAVE JUST RECEIVED A PERMIT, NOW WHAT?

TOWN OF PALM BEACH



STAY INFORMED

Welcome to The Town of Palm Beach. With the receipt of the permit to work on the island, please familiarize with the Town's website www.townofpalmbeach.com to obtain information such as Town rules, regulations, town ordinances, forms and applications.

To receive Town updates select the "stay informed" icon on the Town's main page to subscribe. Using a valid email address, select the desired information and notification preference.



"3 STRIKE RULE"

RESOLUTION NO. 001-2022

This recently adopted resolution affects individual job sites. All Contractors and owners should understand and comply with the Town's "3-Strike Rule". If and when a contractor receives three (3) violations at a single site that have either exceeded the appeal period or the appeal(s) have been adjudicated in favor of the Town, as described in the Town's Right-of-Way Manual, the Director of Planning, Zoning and Building (PZ&B) shall issue a "stop work" order as allowed in section 18-204 of the Town Code.

"3 Strike Rule continued "

Construction parking on public streets and construction site management shall be controlled in order to protect the public's health, safety, and welfare. The rules and procedures outlined below are commonly referred to as the Town's "3-strike Rule".

1. All vehicles belonging to personnel working on or visiting a construction site from the date of permit issuance until the date of CO/CC (certificate of occupancy or certificate of completion), shall be parked on the construction site at all times. If the site is limited, then the contractor must initiate "Car and/or truck pooling." A site plan may be required to illustrate that the site is being fully and efficiently used for construction material storage and parking. At that time, the contractor may apply for up to, but not more than, three (3) right-of-way permits for temporary off site parking of construction-related vehicles.
2. All equipment shall be parked on the construction site. If the contractor cannot park his/her equipment on the site, or in the event all vehicles described herein cannot be parked on site, a right-of-way permit will be required. The contractor must apply for the permit within seventy-two hours in advance of the short-term use of the public right-of-way.
3. Worth Avenue right-of-way permits shall be limited to two(2) vehicles for purposes of loading or unloading and for essential construction activities. Parking of construction vehicles that are not actively involved in the loading and unloading process will not be permitted. Failure to comply will result in a strike.
4. Failure to comply with the aforementioned conditions may result in suspension, fines or in the case of repeat offenses, the cancellation of the violator's building permit.

Building Regulations

Ordinance No. 11-2015

A maximum time, calculated from the date of commencement, is established for the completion of major construction projects in the construction schedule (reference section 18-237). This schedule may be extended to accommodate additional time for individual condominium units that are required by condominium rules and regulations to cease work during the season as defined by the rules and regulations of the condominium association. For residential projects in the C-WA zoning district, this schedule may be extended to take into account the period of time during which construction is required to cease in the C-WA zoning district as specified in section 42-199(b) pursuant to Town regulations.

	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 9,999sq. 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

In the event no request is made for extension of time from above referenced schedule, the building permit shall be immediately revoked and all work shall cease and desist. In order to resume work, the contractor and the owner must apply to the Town Council for an extension of time.

Online Resources

Please visit our website at www.townofpalmbeach.com to view and download building department forms and applications as well as view links for additional resources.

- For permit tracking/ plan review and inspection scheduling:
<https://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 South County Road
Palm Beach, FL 33480

Phone: 561-838-5431

Fax: 561-835-6421

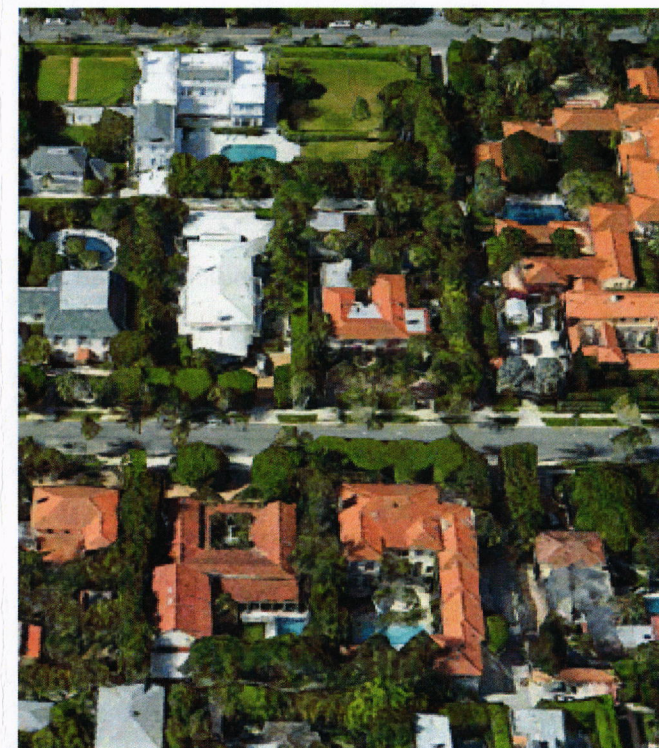
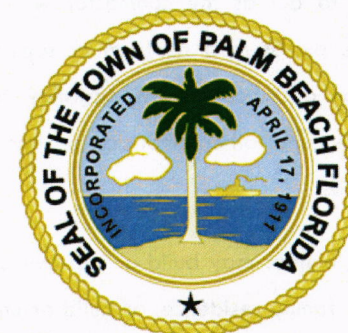
www.townofpalmbeach.com



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 the owner of the property, to act as the contractor without a license. The owner must perform or supervise the construction and accepts responsibility for code compliance, and other financial or business responsibilities.

An owner/builder may build or improve a one (1) or two (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 the owners personal use and occupancy. It may not be built for sale or lease.

If pulling a permit as owner/builder, the owner must personally appear in the building department for submittal, sign Owner/Builder Affidavit. The owner's signature will be notarized by a building department staff member.

As Owner/Builder, the owner will ensure that people employed have the 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

Florida 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.

Applications must clearly define the intended 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. No artificial turf or landscape changes can be done without Town approval.

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

NOTE: Performing improvements without proper building permits may result in paying four (4) times the fee.

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

Minimum Submittal Requirements

- Completed Town of Palm Beach Construction Permit Application
- Owner/Builder Affidavit
- Plans / Specs if required (min. 2 sets)
- Payment of all applicable permit fees



VISION & VALUES

Organizational Vision & Values Statement

The Town's organization vision and values statement was created, developed, and implemented by the employees of the Town of Palm Beach.

Our Vision

The Town of Palm Beach delivers the highest quality service by continuously improving and always striving to be the standard by which all others are measured. Our Town:

- Rich in history
- Rich in service
- Always exceptional!

Our Values

The employees of the Town of Palm Beach commit to and are guided by the following values:

- ◆ Respect for everyone
- ◆ Highest ethical standards
- ◆ Cooperation and teamwork
- ◆ Commitment to quality
- ◆ Spirit of innovation
- ◆ Open, timely communication
- ◆ Personal responsibility and accountability

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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? Is your client ready to start the moving process?

To request a conditional/temporary certificate of occupancy (TCO), the following inspections must be completed and final for the structure(s):

- Mechanical Final
- Electrical Final
- Plumbing Final
- Gas Final
- Fire Final

In addition to the above inspections, 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 stating their understanding that 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 itemizing all incomplete items with projected date for final inspection of these items.

Approval for occupancy must be obtained from the Town of Palm Beach Public Works Department Project Engineer.

NOTE: A CONDITIONAL CERTIFICATE OF OCCUPANCY (TCO) 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. Suitable options include 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, accurate, and shall be approved prior to scheduling the early power release inspection (VRU inspection code #3751).
3. Outstanding zoning, landmarks, ARCOM, or Building conditions pending approvals and/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, the following will be submitted 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"

To obtain the final certificate of occupancy (CO), the following documents must have already been submitted and approved by the Town of Palm Beach.

- Recorded Stormwater Management Agreement, Stormwater Certification and a revision with final civil drawings submitted and approved by the Town's Civil Engineer.
- Three (3) copies of the FEMA elevation certificates and three (3) sets of the final survey approved by the Town.
- A letter Certifying Final Construction Cost. If there is no change in value a letter certifying such is required. 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.**

