



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

PPM# PBO-109
Issued: 04/04/12
Effective: 04/04/12

SUBJECT: PLATTING AS A PRE-REQUISITE FOR PERMIT APPLICATIONS

AUTHORITY: Section 105, Palm Beach County Amendments to the Florida Building Code; Palm Beach County Unified Land Development Code (ULDC) Article 1.A.1.D.1.a. and Article 11. A.4.B.2

PURPOSE: To recognize that the Parcel Control Number (PCN) must be supplied for the assignment of Addressing, and permit application processing, including accessing automated Geographic Information System shared agency program data; resulting in platting as a necessary prerequisite to application acceptance. The PCN is the common "key" to the history and associated program data for individual parcels.

POLICY: Typically, platting is one of the minimum threshold requirements that must be satisfied prior to acceptance of permit applications by the Building Division. An application shall be considered incomplete, if the platting requirements of the ULDC have not been satisfied prior to submission of the application, EXCEPT for ULDC special cases listed below. Association of a parcel with its PCN is an essential part of the application processing,

This policy shall not establish platting as the exclusive threshold requirement that must be met prior to acceptance of permit applications. Nothing herein shall be construed to prevent Conceptual Review of building plans for building code compliance, prior to a permit application.

EXCEPTIONS: The following expedited review processes may apply to:

- Proposed Work Force Housing Program (WHP) and Affordable Housing Program (AHP) Development.
- Temporary structures, permanent structures having a temporary use, and ancillary structures such as fences, buffer walls and guardhouses. These types of structures may receive a building permit prior to recordation of the Final Plat for the property only when the use and location have been approved by the DRO and shown on the approved Final Subdivision Plan. However, such approval shall not in any way relieve the developer from the obligation to correct any and all non-conforming setbacks,

location of said structures and lot, street, or easement boundaries as established by the applicable recorded plat.

- Type II or Type III DRO Concurrent process which allows the applicant to submit a Building Permit application **concurrently** with applications for Final Site Plan, Drainage, Plat (under Type II) and other Land Development permit applications.

PROCEDURE:

1. **Processing of Applications**

The routing and review of permit applications (excluding Conceptual Review on buildings submitted prior to formal application) shall be in accordance with PBO-081. A Plan Review Number (PR#) shall be assigned, upon acceptance of an application, after a sufficiency review, which vests the applicant to comply with the current building and technical codes, and pay Building Division permit fees and Impact Fees in effect on the PR# application date. Such vesting is lost, if the permit application becomes inactive.

2. **Processing of Pre-Application Conceptual Reviews**

Prior to acceptance of a formal application for a permit, the owner, contractor or designer may request a conceptual review. The conceptual review of the building plans will include one building, plumbing, electrical, mechanical, fuel and gas review, unless otherwise requested, and additional fees for additional reviews are assessed and paid by the customer. Requests for a conceptual review shall be made directly with a supervisor from building codes plan review, **not** via the permit intake center. Submittal shall include two sets of plans. Fees for conceptual reviews must be prepaid, and shall be assessed in accordance with the Building Division's current fee schedule.

Conceptual reviews will be given a CP number. Plan review staff will follow normal procedures for review and comments will be sent to the customer identifying plan deficiencies, citing the appropriate code section. The acceptance of a plan for a conceptual review in no way vests the applicant for Building Division permit fees, Impact Fees, or code edition.

3. Nothing herein shall prohibit expediting of a permit under the direction of the Director of the Building Division or Executive Director of Planning, Zoning, and Building Department under extraordinary conditions.

Supersession History:

1. PPM# PBO-109, issued 03/20/00
2. PPM# PBO-109, issued 05/01
3. PPM# PBO-109, issued 6/01
4. PPM# PBO-109, issued 9/03
5. PPM# PBO-109, issued 10/03
6. PPM# PBO-109, issued 04/04/12


Director

PPM# PBO-109/Page 2 of 2