



December 10, 2019,

Re: Enrollment or Renewal – Annual Permits with Random Inspections for Code Compliance Assurance (a.k.a. Decal Program) and Pre-Paid Permit Program (with Inspection).

**Department of Planning,  
Zoning & Building**

2300 North Jog Road  
West Palm Beach, FL 33411-2741  
(561) 233-5000

Planning Division 233-5300  
Zoning Division 233-5200  
Building Division 233-5100  
Code Enforcement 233-5500  
Contractors Certification 233-5525  
Administration Office 233-5005  
Executive Office 233-5228  
[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)



**Palm Beach County  
Board of County  
Commissioners**

Mack Bernard, Mayor  
Dave Kerner, Vice Mayor  
  
Hal R. Valeche  
Gregg K. Weiss  
  
Robert S. Weinroth  
Mary Lou Berger  
Melissa McKinlay

**County Administrator**

Verdenia C. Baker

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Dear Contractor:

Your firm is enrolling, or has participated in the alternative permitting process authorized by Section 102.2.5 (4) and 105.1 of the Palm Beach County Amendments of the Florida Building Code. This process (Decal Program) is only for the replacement of non-structural components building systems in a residential dwelling unit. It provides an opportunity for quick permitting, when the installation meets the programs requirements.

Requirements in the current Building Code have affected the authoritative basis of this program when dwelling units are located in mapped flood hazard areas. However, these installations do not constitute a substantial improvement and will be allowed under the program. Replacement equipment must be installed at or above the finish floor elevation of the habitable area of the dwelling unit, and you will be required to attest to that installation criteria going forward.

Attached you will find an enrollment/renewal packet that includes an Application, Contractors Acknowledgement, and the Policy and Procedure Memorandum (PPM) PBO#111. Please read the PPM carefully, as it outlines your responsibilities as a contractor on this program. Upon completion, the application and contractor's acknowledgement should be emailed to the Decal Secretary (PZBDecals@pbcgov.org) for processing. Once processed, you will receive an email advising of your application status. If approved, the email will include the non-refundable registration fee invoice for \$125.00. Once paid, the renewal process will continue after 01/02/2020 when the permit is created and the decals are issued. The 2019 decals you were issued cannot be used on 2020 installations; however, they can be returned for credit toward the 2020 decals that you may purchase. There is no credit for any paid Florida State Surcharge fee.

**An Important Note:** It is **your** responsibility as the contractor to provide full disclosure to your customers regarding their permitting options with the County. If your customer wants a guaranteed inspection of your installation, a standard permit is required. If they are comfortable with the fact that your installation may not receive an inspection from the County, and the installation meets the program requirements, the decal program can be utilized; however, they must consent to a scheduled inspection if chosen as the random quality control installation. The customer must acknowledge their acceptance



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of waiving a guaranteed inspection by signing the "Owners Waiver of Individual Permit" form prior to any work being performed. The program requires that the executed owner's waiver form be submitted to the County within three working days of the installation.

Your technician must place the decal on the replacement unit at the time of installation, unless otherwise noted below. **Under no circumstances should a decal be mailed to your customer.** The proper placement of decals is as follows:

**Mechanical - On Condensers and Air Handlers - near Manufacturer's Specifications (One decal to be affixed on each piece of equipment)**

**Plumbing – On front of water heater, not on element plate covers.**  
**\*Hardwiring beyond existing disconnect and/or installing Disconnect, Circuit Breaker & Wiring cannot be permitted using a plumbing decal alone. Options are a Pre-Paid permit with electric sub, a Standard Permit with electric sub or an Electrical decal in conjunction with a Plumbing decal.**

**Electrical – On front of electrical panel cover, alarm panel, or disconnect, as applicable.**

As in the past year, Decal contractors are to email their waivers. The email address is [PZBDecals@pbcgov.org](mailto:PZBDecals@pbcgov.org). For further information on submittal of waivers/notices, contact the Decal program secretary either by calling (561) 233-5054 or by email ([ckraus@pbcgov.org](mailto:ckraus@pbcgov.org)).

Each permit/program application will be reviewed and approved by the appropriate Chief Inspector. Continued participation in this program is based upon your performance. Please be aware that it is based upon random inspection verification of high quality, code-compliant installations, and govern your work accordingly.

Pre-Paid Permit Program (with Inspection)

Also enclosed in this packet is an Application for the Pre-Paid Permit Program. Your approved participation in the Decal Program allows you to apply for this program simultaneously. This program is especially valuable for contractors with multiple licenses, to accommodate the requirement for a standard permit when electrical work exceeds the allowable scope of the Decal Program (such as hardwiring of a new water heater in lieu of re-using a "pig-tail", or increasing the necessary circuit size for an A/C change out). Procedures for this program are included in the separate application. Please notice that the number of unassigned Pre-Paid Permits is limited to ten, and unused permits will not be refunded at the end of the calendar year in which they are purchased.

Sincerely,

  
Douglas Wise  
Building Official