

“QUICK FACTS”

All work must meet current Building Code standards and ULDC requirements.

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

Permit Checklists are available in the Permit Center or online for your convenience.

Other government agencies (Department of Airport, Land Development, etc.) may be required and affect their permit request.

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.

ONLINE RESOURCES

You may also visit our website at www.pbcgov.com/pzb/building. Permit Center or One Stop Permitting to view and download Building Division's most used forms, applications, variances, links and additional resources for your permitting needs, such as:

Fees - To view the current permit fee schedule.

Codes - To view currently adopted technical standards for construction in Palm Beach County.

Product Approval – To view Statewide and Local Information

Plan Review/Permit Tracking - To track your permit or to review inspection history. You can query by permit/application, address, PCN, owner, and contractor.

Inspection information - inspection codes and phone numbers to schedule your inspection.

Flood Information- Flood Damage Prevention Ordinance, flood awareness and flood zones.

Surge Area Mapping Systems –hurricane evacuation zones and evacuation information.

The Permit Center hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., except holidays. The last sign in for Permit Application is 4:30 p.m.

The South County Office is open for pick up and drop off services only. The hours of operation are Monday and Thursday
8:00 a.m. - 12:00p.m.
and
1:00p.m. -5:00 p.m.



**Palm Beach County
Board of County Commissioners**

Main County Office

2300 N. Jog Road
West Palm Beach, Florida 33411
561-233-5100

South County Office

345 S. Congress Avenue, Suite 102
Delray Beach, Florida 33445
561-276-1284

Revision January 2014

OWNER/ BUILDER BUILDING PERMIT GUIDELINES



**Planning, Zoning &
Building Department**

**Building Division
561-233-5100**

OWNER/BUILDER- GENERAL REQUIREMENTS

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. County ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work. 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 (O/B), 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 Division for submittal, sign an Owner/Builder Affidavit, and have your signature notarized by a Building Division 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 County licensing ordinances.

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 THE FIRST INSPECTION. If replacing Air Conditioning equipment (HVAC), the requirement is a value of \$7,500 or more. The permit holder must supply the Building Division with a copy of the recorded Notice of Commencement to receive inspections.

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 filing, unless application has been pursued in good faith or a permit has been issued."

PERMIT INTENT

FBC Chapter 1, 105.4.1 states: "Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or it the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced."

It is very important to keep these timelines current to avoid additional fees and/or new Code requirements.

HEALTH DEPARTMENT

If you are proposing an improvement on your property and it is currently on a septic system and/or a drinking water well, you must contact the Health Department for approval at 561-837-5940.

MOST COMMON O/B PERMITS

TYPE 1 BUILDING PERMITS

- A/C Change-Out
- Awnings
- Driveway w/Turn Out – In a County ROW
- Electric Service Change
- Pool Barrier Fence/Rail
- Wall
- Water Heater Change-Out
- Electric - L/V
- Mobile (Mfr'd) Home Roofover
- Reroofing
- Screen – Alum. Infill Wall Panel
- Sewer Connection
- Siding / Stucco on Frame
- Vinyl/Acrylic Removable Insert Systems
- Water Service Connection
- Window and Door Replacements
- Flagpole - Less Than 20'
- Residential Accessory Enclosure –
Max. 6' x 6' x 8'H high for SFD only
- Planter – Under 3' in Height

TYPE 2 BUILDING PERMITS

- Air Conditioning- New System
- Canopy – Fabric Covered
- Carport
- Demolition
- Fire Damage/Emergency Repair
- Gas – Lines Only
- Gas – LP Tank and Lines
- Irrigation Electrical
- Mobile Home-Accessory structure
- Pole Barn
- Pool Deck
- Porch
- Screen Structure
- Shed
- Storm Shutters
- Window Wall System/ Sliding Glass Door
- A/C Change-Out
- Demolition
- Electrical- General
- Fire Damage/Emergency Repair
- Irrigation Electric

TYPE 3 BUILDING PERMITS

- Addition- 1&2 Unit Dwelling
- Alteration- Interior or Exterior
- Enclosing Carport, Garage, or Porch
(Infill Walls)
- Barn
- Garage
- Guest House (No cooking facilities)
- Stable (No grooms Quarters)
- Storage
- Workshop
- Accessory Apartment
- Grooms Quarters (With or Without Stables)
- Spa
- Swimming Pool – Above-Ground
- Swimming Pool – In-Ground
- Manufactured Residential Building
(Modular, NOT Mobile Home)

TYPE 5 BUILDING PERMITS

- Single Family dwelling
- Duplex