

# BCAB

Building Code Advisory Board of Palm Beach County

Date: March 21, 2013

To: Town or City Managers and Administrators  
Municipalities of Palm Beach County

Re: County-Wide Universal Building Permit Application

Dear Municipal Leader:

I hope that this letter finds you and your community well. As you may be aware, the Building Code Advisory Board released the first edition of the County-wide Permit Application in 2011. With the assistance of municipalities from around the County, we are now beginning the process of modifying the County-wide application to enhance the communities experience with the document.. As an integral part of this process, we are soliciting input from all of the County jurisdictions. Your suggested improvements will be presented to the Building Code Advisory Board for review and possible inclusion in the May 2013 version.

At this time the following communities have expressed support for this effort. If your community is not on this list and has adopted the form, or is supporting the effort, please advise us so we may update our records.

Atlantis	Belle Glade	*Boca Raton
*Boynton Beach	Greenacres	*Jupiter
Lake Clarke Shores	*Lake Park	Lake Worth
North Palm Beach	*Palm Beach County	*Palm Beach Gardens
*Palm Springs	*Riviera Beach	Royal Palm Beach
South Palm Beach	*Wellington	*West Palm Beach

\*Municipalities who have the universal application posted on their websites.

If you strongly believe there is something in the form itself that prevents you from accepting and using the document in your community, I am respectfully suggesting you request the changes needed so that other communities can benefit from your specific knowledge or process improvement. We need to hear from you so that we can understand and react to your specific needs. Please consider joining those communities who are now participating in this effort.

I would like to again express my sincere appreciation for those that have participated in the development or adoption of the County-wide Permit Application and I look forward to hearing your suggestions on how the document can be improved in the near future.

Sincerely,

Michael Fichera, Chairman  
Building Code Advisory Board

Revised: 08/07

The Building Code Advisory Board of Palm Beach County was created by a Special Act of the Florida Legislature, at the request of the building code enforcement and construction industries. The purpose of the Board is to advise the Board of County Commissioners and local governments concerning the adoption of building codes and their enforcement throughout the County. The Act also granted Palm Beach County special powers concerning building codes, in the interest of the public's health, safety and general welfare.

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**FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.**

<sup>9</sup> **Fee Simple Titleholder's Name** (If other than owner): \_\_\_\_\_  
 \_\_\_\_\_  
**Fee Simple Titleholder's Address** (If other than owner): \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Same as Owner

<sup>10</sup> **Bonding Company:** \_\_\_\_\_  
 \_\_\_\_\_  
**Bonding Company Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Not Applicable

<sup>11</sup> **Architect/Engineer's Name:** \_\_\_\_\_  
 \_\_\_\_\_  
**Architect/Engineer's Name Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Not Applicable

<sup>12</sup> **Mortgage Lender's Name:** \_\_\_\_\_  
 \_\_\_\_\_  
**Mortgage Lender's Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Not Applicable

**WARNING TO OWNER:**  
 YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

**NOTICE TO CONTRACTOR:** FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

***OFFICE USE ONLY BELOW THIS LINE***

<sup>13</sup> **CODE EDITION/NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>14</sup> **USE (CHECK ONE):**  
 1 & 2 FAMILY     TOWNHOUSE     CONDOMINIUM  
 MULTI-FAMILY     COMMERCIAL     INDUSTRIAL  
 AGRICULTURAL - BLDG CD EXEMPT     OTHER: \_\_\_\_\_  
 \_\_\_\_\_  
 **USE CHANGE:** \_\_\_\_\_  
 \_\_\_\_\_

<sup>15</sup> **PERMIT NUMBER:** \_\_\_\_\_

<sup>16</sup> **PRIMARY PERMIT:** \_\_\_\_\_

<sup>17</sup> **APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Permit Officer

**AUTHORIZED FOR CERTIFICATE OF OCCUPANCY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Building Official or Designee

**AUTHORIZED FOR CERTIFICATE OF COMPLETION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Building Official or Designee