

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 North Palm Beach

*Lake Park *Palm Beach County

Lake Worth *Palm Beach Gardens

*Palm Springs

*Riviera Beach

Royal Palm Beach

South Palm Beach

*Wellington

*West Palm Beach

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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^{*}Municipalities who have the universal application posted on their websites.

PALM BEACH COUNTY-WIDE/MUNICIPAL BUILDING PERMIT APPLICATION FORM

BUILDING PERMIT APPLICATION FORM	FBC Version:Application #:	
	Accepted By:Application Date:	
1	Permit Type:	
KIND of PERMIT (CHECK ONE):	OWNER:	
□ PRIMARY PERMIT	ADDRESS:UNIT:	
□ SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a	CITY:ZIP:	
Primary Permit, complete boxes <u>1</u> , <u>3</u> , <u>4</u> , <u>6</u> <u>8</u> 8 only to apply. If not covered under a Primary Permit, complete the entire application to	COUNTRY:PHONE:	
apply.	FAX: EMAIL:	
3	4	
TRADE (CHECK ONE):	PROJECT NAME:	
□ STRUCTURAL □ ROOFING □ ELECTRICAL □ MECHANCIAL □ PLUMBING	PCN:	
OTHER:	LEGAL DESCRIPTION:	
PRIMARY PERMIT #:	ADD:STE:	
	CITY:	
FURTHER WORK DESCRIPTION:		
Type of Work: New Addition Alteration Repair Demo Temporary Other		
Proposed Work: Structural Electrical Plumbing Mechanical Roof Fire Gas Other		
VALUE: QTY: NET S.F (for SFD's): (AS APPLIES)		
(SEE FEE SCHEDULE) (AS APPLIES)	(AS APPLIES)	
OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)		
CONTRACTOR (CERT. HOLDER): License #:		
DBA (COMPANY NAME): Contact Person:		
ADDRESS:STE:STATE:ZIP:		
PHONE:FAX:EMAIL:		
Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or		
installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL		
WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILE	•	
OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance		
with all applicable laws regulating construction and zoning.		
2	8	
(Signature of Owner or Agent) (including contractor)	(Signature of Contractor)	
Print Name:	Print Name:	
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER/BUILDERS	NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS	
REGARDLESS OF \$ VALUE STATE OF FLORIDA	REGARDLESS OF \$ VALUE STATE OF FLORIDA	
COUNTY OF	COUNTY OF	
Sworn to (or affirmed) and subscribed before me this	Sworn to (or affirmed) and subscribed before me this	
•	•	
day of, (year) , by	day of, (year) , by	
(Name of person making statement).	(Name of person making statement).	
(Signature of Notary Public - State of Florida) (Print, Type, or Stamp	(Signature of Notary Public - State of Florida) (Print, Type, or Stamp	
Commissioned Name of Notary Public)	Commissioned Name of Notary Public)	
Personally Known OR Produced Identification	Personally Known OR Produced Identification	
Type of Identification Produced	Type of Identification Produced	

FOR OFFICE USE ONLY

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.		
Fee Simple Titleholder's Name (If other than owner):	Bonding Company:	
Fee Simple Titleholder's Address (If other than owner):	Bonding Company Address:	
City: State: Zip:	City: State: Zip:	
Architect/Engineer's Name:	Mortgage Lender's Name:	
Architect/Engineer's Name Address:	Mortgage Lender's Address:	
City: State: Zip:	City: State: Zip:	
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		
CODE EDITION/NOTES:	USE (CHECK ONE): 1 & 2 FAMILY TOWNHOUSE CONDOMINIUM MULTI-FAMILY COMMERCIAL INDUSTRIAL AGRICULTURAL - BLDG CD EXEMPT OTHER:	
PERMIT NUMBER:	PRIMARY PERMIT:	
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		