

**PALM BEACH COUNTY-WIDE/MUNICIPAL  
BUILDING PERMIT APPLICATION FORM**

This application form is approved for use throughout  
Palm Beach County & the Municipalities by the  
Building Officials Association of Palm Beach County &  
The Building Code Advisory Board of Palm Beach County

**FOR OFFICE USE ONLY**

APP'N #:

DATE:

**1**  
**KIND of PERMIT (CHECK ONE):**  
 PRIMARY PERMIT  
 SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a Primary Permit, complete boxes **1**, **3**, **6**, & **8** only to apply. If not covered under a Primary Permit, complete the entire application to apply.

**2**  
**OWNER:** \_\_\_\_\_  
**ADD:** \_\_\_\_\_ **STE:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_  
**ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **CNTRY:** \_\_\_\_\_

**3**  
**TRADE (CHECK ONE):**  
 STRCT'L  ROOF'G  ELECT'L  MECH'L  PLMB'G  
 OTHER: \_\_\_\_\_  
**PRIMARY PERMIT #:** \_\_\_\_\_

**4**  
**PROJECT:** \_\_\_\_\_  
**PCN:** - - - - -  
**ADD:** \_\_\_\_\_ **STE:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_

**5**  
**FURTHER WORK DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **VALUE:** \_\_\_\_\_ **QTY:** \_\_\_\_\_ **NET S.F (for SFD's):** \_\_\_\_\_  
(SEE FEE SCHEDULE) (AS APPLIES) (AS APPLIES)

**6**  
 **OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE - PROVIDE CONTACT INFO BELOW, INCL PHONE/FAX/EMAIL)**  
 **CONTRACTOR (CERT. HOLDER):** \_\_\_\_\_ **License #:** \_\_\_\_\_  
**DBA (COMPANY NAME):** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**ADD:** \_\_\_\_\_ **STE:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_  
**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, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**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.

**7**  
\_\_\_\_\_  
**(Signature of Owner or Agent) (including contractor)**  
**Print Name:** \_\_\_\_\_  
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER/BUILDERS REGARDLESS OF \$ VALUE  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year) , by \_\_\_\_\_  
\_\_\_\_\_  
**(Name of person making statement).**  
\_\_\_\_\_  
**(Signature of Notary Public - State of Florida) (Print, Type, or Stamp Commissioned Name of Notary Public)**  
Personally Known  OR Produced Identification   
Type of Identification Produced \_\_\_\_\_

**8**  
\_\_\_\_\_  
**(Signature of Contractor)**  
**Print Name:** \_\_\_\_\_  
NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, (year) , by \_\_\_\_\_  
\_\_\_\_\_  
**(Name of person making statement).**  
\_\_\_\_\_  
**(Signature of Notary Public - State of Florida) (Print, Type, or Stamp Commissioned Name of Notary Public)**  
Personally Known  OR Produced Identification   
Type of Identification Produced \_\_\_\_\_

**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>  
**LEGAL DESCRIPTION/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>  
**CODE EDITION/NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>18</sup>



# City of Boynton Beach Building Division

## PERMIT APPLICATION INFORMATION CHECKLIST

In order to expedite your permit request, kindly review the following items of information, which are necessary to process your application.

Please note the checked items below that may be applicable. We will be pleased to review the information concerning your project at your earliest convenience.

- Plan Check Fee (non-refundable)
  - A current copy of the contractor's workmen's compensation insurance naming the City of Boynton Beach Building Division as additional insured.
  - A current copy of the State, County or local contractor's license.
  - A current copy of the contractor's Business Tax Receipt. If you are a county licensed/certified contractor, you must register with the City of Boynton Beach Business Tax Division. You may contact the Division at 561-742-6360.
  - Site Plan Approval (for R3 and Commercial development) (3 copies)
  - DOT Approval (when working in right-of-way) (3 copies)
  - South Florida Water Management Approval (docks, seawalls, irrigation wells, etc.) (3 copies)
  - Lake Worth Drainage (docks, seawalls, etc.) (3 copies)
  - Department of Business Regulation (restaurants) (2 copies)
  - Development Order (where site plan approval is required) (2 copies)
  - PROPERTY OWNER SHALL SIGN ALL APPLICATIONS. (Exceptions: A/C change outs and water heater replacements require submittal of a signed contract or work invoice.)
- \*\* NOTE:
- (A) If the property owner resides out-of-state, a notarized letter signed by the owner designating an individual to act as the owner's agent must be submitted.
  - (B) If a corporation owns the property, a corporate resolution that designates an individual to act as the agent shall be submitted. The corporate resolution shall bear the corporate seal and be signed by the corporate officers.
- Recorded and Certified Notice of Commencement (\$2,500 or more) – (A/C Change-Outs of \$7,500 or more)

(cont'd)

- Water and Sewer locations (2 copies marked by City of Boynton Beach Utilities Dept.)
- Project Drawings drawn to scale that are sufficient to describe the proposed scope of work.
- Certified Survey of property and site (2 copies)
- Soil Test, if applicable (2 copies)
- Utility Easements Releases, if applicable. (2 copies)
- A professionally prepared (engineered) Drainage Plan (3 copies)
- Product Approval – Windows, Exterior Doors, Shutters, Roofing Materials and Sheds (2 copies); also include State of Florida Product Approval cover sheet for each product
- Title Page (2 copies)
- Site Plan showing all building improvements, dimensions, proposed setbacks, and finished floor elevations (2 copies)
- Foundation Plan, if applicable (2 copies)
- Floor Plan(s) (2 copies)
- Building Elevations, all sides. (2 copies)
- Typical Wall Section (2 copies)
- Electrical Plans and Electrical Riser Diagram, if additional service is contemplated (2 copies)
- Plumbing Riser Diagram, tied into existing service, if applicable (2 copies)
- A/C Plans with Manufacture Model Numbers, if applicable (2 copies)
- Energy Calculations. (3 copies)
- Roof Plan Layout and Truss drawings with uplifts and hold-downs - truss drawing shall be signed and sealed by the Truss Engineer (2 copies)
- Engineering - all plans shall be signed, sealed and dated by Engineer (2 copies)
- All Plans shall be signed, sealed and dated by Design Professional (2 copies)
- Wind Load Certification (2 copies)

(cont'd)

- Paving, Drainage and Grading shall be signed, sealed and dated by Professional Engineer. (3 copies)
  - Fire Protection System                       New                       Existing
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ADDITIONAL INFORMATION REQUIRED

- If Owner/Builder, an Owner/Builder Affidavit shall be completed and signed in front of the Permit Technician upon submittal of Permit Application.
  - A completed Permit Application with signatures and full contact information. If Owner/Builder the Permit Application shall not be signed until application submitted.
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100 East Boynton Beach Blvd, PO Box 310, Boynton Beach FL 33425-0310 Phone: (561) 742-6350 Fax: (561) 742-6357

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