



News Release

FOR IMMEDIATE RELEASE ON:
FOR MORE INFORMATION, CALL:

Date: July 1, 2014
Alan Seaman 561-233-5231

Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411

(561) 233-5000

Planning Division (561) 233-5300

Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

Executive Office (561) 233-5228

www.pbcgov.com/pzb



Palm Beach County Board of County Commissioners

Priscilla A. Taylor, Mayor

Paulette Burdick, Vice Mayor

Hal R. Valeche

Shelley Vana

Steven L. Abrams

Mary Lou Berger

Jess R. Santamaria

County Administrator

Robert Weisman



*"An Equal Opportunity
Affirmative Action Employer"*

Special Permit Process Improvements To Process Effective July 1, 2014

The Zoning Division coordinated changes to the Special Permit process with the Building and Code Enforcement Divisions, as well as the Fire Department. The proposed changes will make the process user friendly for the public.

The following changes to the process will be implemented July 1, 2014:

- 1. Pre-Submittal Meetings** - encourage applicant to visit Building and Fire Departments to discuss any permitting or inspections they might require early in process. Provide customers with newly created brochure on the Special Permit Process. Please **click** on the link below to view or print brochure:

[➤ Special Permit Application Process](#)
- 2. Application Process**-Zoning will review the application and send a notification to alert Building, Fire and Code Enforcement that an application is in process for them to review and make any comments they have related to the application. Also, any related building permit(s) from the Building Division must be obtained prior to the issuance of the Special Permit. Any required inspections will be coordinated by the applicant directly with the Building and Fire staff and reported to Zoning staff prior to the release of the Special Permit Gold Certificate to the applicant.
- 3. Issuance of Special Permit**-Staff will provide the applicant with the Final Gold Certificate for the Special Permit to post on site; it will clearly list the inspections required and the dates. Once inspections are scheduled Code Enforcement visits the site to confirm all inspections are complete and the site is in compliance with the Special Permit. Upon conclusion of the event, Code Enforcement will do a follow-up inspection to confirm the site is restored to its original state.
- 4. ULDC Amendment in 2014-02 Round**-make minor amendments to the ULDC to establish clear numbers of days to review the permit which are currently lacking.