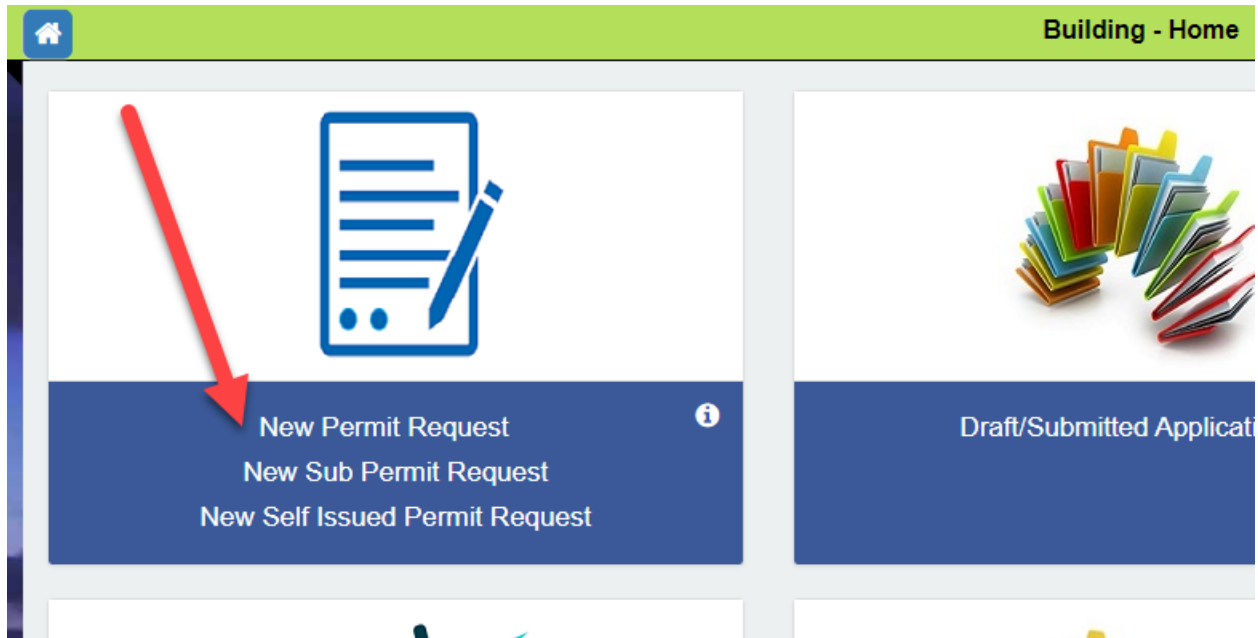


FAQs

1. [How do I apply for a permit](#)
2. [What type of permits I can apply online](#)
3. [What permit types can be self-issued](#)
4. [How do I apply for a sub permit](#)
5. [How do I apply for a revision](#)
6. [How do I apply for a renewal to an Inactive permit](#)
7. [How do I pay fees for an application](#)
8. [How do I respond to comments/corrections on my application](#)
9. [How do I upload NOC and other supporting documents after application submittal](#)
10. [How do I upload documents that I missed during application submittal](#)
11. [Can I designate someone else to prepare and submit permit applications on my behalf](#)
12. [Where do I see and download my permit card and other permit documents](#)
13. [Can I designate someone else to respond to comments on my application](#)
14. [Can I designate someone else to upload documents on my application](#)
15. [What other help is available on the portal](#)

How do I apply for a permit?

To apply for a regular permit that requires review by the Building Division click on the **New Permit Request** link in the first tile on the Welcome page as shown below.





There are various search options that can be used to find the property on which the permit is needed as shown below. Select Owner/Company Name, Address or PCN, enter the appropriate search criteria and click Search.

Building - New Application

PR Application # 0

Property/Owner Contractor Contact Scope of Work Upload Documents Acknowledge Submit

Search

Owner/Company Name Address PCN

Owner/Company Name: *
(Example: Smi or Smith or Smith John. Do not use commas.)
Owner Name is Required

Search Reset

Property Information

PCN	Situs Address	Control No	Project No
-----	---------------	------------	------------

Click the checkbox for the desired property in the search results and click **Select**

Building - New Application

R Application # 0

Property/Owner Contractor Contact Scope of Work Upload Documents Acknowledge Submit

Search

Owner/Company Name Address PCN


Street No: 2300 Pre: Select Street Name: * jpg Type: Select Post: Select

Search Reset

PCN	Owner Name	Situs Address	Control No	Project Number
<input checked="" type="checkbox"/> 00-42-43-22-16-022-0000	Palm Beach County	2300 N Jog Rd, West Palm Beach, 33411	1984-00130	00473-012

Total Records: 1

Select

Click the edit owner icon  as shown below

Owner Information

PCN	Name	Situs Address	Mailing Address	Email	Edit
00-42-43-22-16-022-0000	Palm Beach County	2300 N Jog Rd, West Palm Beach, 33411	2633 Vista Pkwy, West Palm Beach, FL 33411-5613		

Total Records: 1

Add Owner

Please enter Email and Work/Cell Phone for all owner records.



Next provide the email address of the owner in the Email field. If the owner does not wish to provide an email address select the highlighted checkbox next to the disclaimer. Click the Save button when you are done.

Add/Update Owner

Owner Information

Select Property:
00-42-43-22-16-022-0000 -- 2300 N Jog Rd, West Palm Beach, 33411

** Either the Company Name or the First and Last Name are required fields

HOA/Company Name **
Palm Beach County

Title: [Select] First Name: ** [] MI: [] Last Name: ** [] Suffix: [Select]

Work Phone: [] Cell Phone: []

Email: * [] Fax: []

I understand by not providing an owner email address the Building Division may be unable to notify the owner of important changes affecting their permit. I agree and take full responsibility for this action.

Address:
Country: [UNITED STATES]

Provide Title holder information if applicable or select **Same as Owner** as highlighted below.

If there is a lessee on the property select the Yes radio button and enter the lessee details. Click **Continue** to move to the next tab.

Same as Owner

OR

Fee Simple Title Holder's Name: * []

Address:

Country: [UNITED STATES]

Number: [] Fraction: [] Pre: [Select] Street Name: * [] Type: [Select] Post: [Select]

Apt/Bldg/Unit: [Select] Unit No: [] Building: [] City: * [] State: * [Select] Zip: * []

Lessee

Does the property have Lessee? Yes No

Cancel

Continue ▶



On the Contractor tab, select the contractor license to be used on this application.
Next provide information about Bonding company or select "N/A" if not applicable.

Building - New Application

PR Application # 39907

Property/Owner > **Contractor** > Contact > Scope of Work > Upload Documents > Acknowledge > Submit

Contractor

Certification: *

Bonding Company

N/A

OR

Name: *

Address:

Country:

Number: <input type="text"/>	Fraction: <input type="text"/>	Pre: <input type="text" value="Select"/>	Street Name: * <input type="text"/>	Type: <input type="text"/>
Apt/Bldg/Unit: <input type="text" value="Select"/>	Unit No: <input type="text"/>	Building: <input type="text"/>	City: * <input type="text"/>	State: <input type="text"/>



Provide information about the Architect and Mortgage Lender or select "N/A" if not applicable. Click **Continue**.

Architect/Engineer

N/A

OR

Name: *

License No:

Address:

Country:

Number: <input type="text"/>	Fraction: <input type="text"/>	Pre: <input type="text" value="Select"/>	Street Name: * <input type="text"/>	Type: <input type="text" value="Se"/>
Apt/Bldg/Unit: <input type="text" value="Select"/>	Unit No: <input type="text"/>	Building: <input type="text"/>	City: * <input type="text"/>	State: <input type="text" value="Se"/>

Mortgage Lender

N/A

OR

On the Contact tab, select the contact person for this application from the highlighted dropdown as shown below. If "Other" is selected, fill in the contact details. Click **Continue**.

PR Application # 39907

Property/Owner > Contractor > **Contact** > Scope of Work > Upload Documents > Acknowledge > Submit

Contact

Contact: * If you want to add a proxy for this application, please click [here](#)

Please select contact for current permit



On the Scope of Work tab, fill in the permit details and click **Continue**.

PR Application # 39907

Property/Owner > Contractor > Contact > **Scope of Work** > Upload Documents > Acknowledge > Submit

Trade: * Structural Roofing Electrical Mechanical Plumbing Fire
 Gas Other

Type of Work: * New Addition Alteration Repair Demolition Temporary
 Other

Category: *

Permit Description: *


Value of Work: * \$ How to calculate value ⓘ

Net Square Feet:

Building Gross Square Feet:

Number of Units:

Further Description of Work: *

Upload all documents relevant for the permit application on the Upload Documents tab. Watch the Help Video  and read the Document Submittal Guidelines for additional assistance.

Building - New Application

PR Application # 39907


Property/Owner > Contractor > Contact > Scope of Work > **Upload Documents** > Acknowledge > Submit

Forms

Create Document Set ⓘ

Document Category: Application Documents **Document Type:** PAPA Page

Create document set to add pages.





The Acknowledge tab contains important information that must be acknowledged by clicking the I Agree checkboxes. Click **Continue** to View a Summary of your application.

PR Application # 39907



Please read carefully and select "I Agree" to proceed.

By checking the box below I certify I am duly authorized by the property owner to act as the owner's agent in all respects with regard to this electronic permit application and any work subsequently

I Agree

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 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, 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.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

I Agree

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 RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

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

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

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 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 NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED 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.

Save & Complete Later Cancel

Back Continue

Verify the information on the Application Summary and click Submit to submit the application. Once the fees due are paid, the application will go for sufficiency review.

You may also use the **Submit and Copy to New** button if you have several similar applications. **Submit and Copy to New** will submit the current application and allow you to copy information to the new application.



PR Application # 39907

- Property/Owner
- Contractor
- Contact
- Scope of Work
- Upload Documents
- Acknowledge
- Submit

Property/Owner

Property Information

PCN	Situs Address	Control	Project
00-42-43-22-16-022-0000	2300 N Jog Rd, West Palm Beach, 33411	1984-00130	Vista Center of Palm Beach Parcel 22

Owner Information

PCN	Name	Situs Address	Mailing Address	Email
00-42-43-22-16-022-0000	Palm Beach County	2300 N Jog Rd, West Palm Beach, 33411	2633 Vista Pkwy, West Palm Beach, FL 33411-5613	noemail@noemail.

Contractor

Contractor Name: Williams, Ryan S
Certification No: CBC-1253655
Status: Active
Classification: Building
License Expiration: 08/31/2020
Insurance Expiration: 01/11/2023
Bond Expiration:
Worker's Comp Expiration:

Company Name: Semper Aedifico LLC
DBA Name:
Company Type:
Company Address: 1510 W Sandpiper Cir, Pembroke Pines, FL 33024
Work Phone: 954-804-1776
Fax:
Email: ryan@semper-construction.com
Worker's Exemp Expiration: 01/11/2023

Bonding Company: NA

Architect/Engineer: NA

Mortgage Lender: NA

Contact

Contact Name: Contractor - Williams, Ryan S
Address: 1510 W Sandpiper Cir, Pembroke Pines, FL 33024
Work Phone: 954-804-1776

Company Name: Semper Aedifico LLC
Email: ryan@semper-construction.com

Scope of Work

Trade: Structural
Category: Residential
Value of Work: \$3,000.00
Building Gross Square Feet:
Further Description of Work: Further Description of Work: *

Type of Work: New
Permit Description: Communication Antenna
Net Square Feet:
Number of Units:

Documents

Document Set	File	Detail	Size (K)
1 - PAPA Page	023 A0.0.2.pdf	023 A0.0.2.pdf	0.51

Fees

Fee Description	Fee	Paid
Non-Refundable Permit Application Fee	\$50.00	\$0.00


* Your application will be checked for sufficiency and review fees will be due prior to further processing.

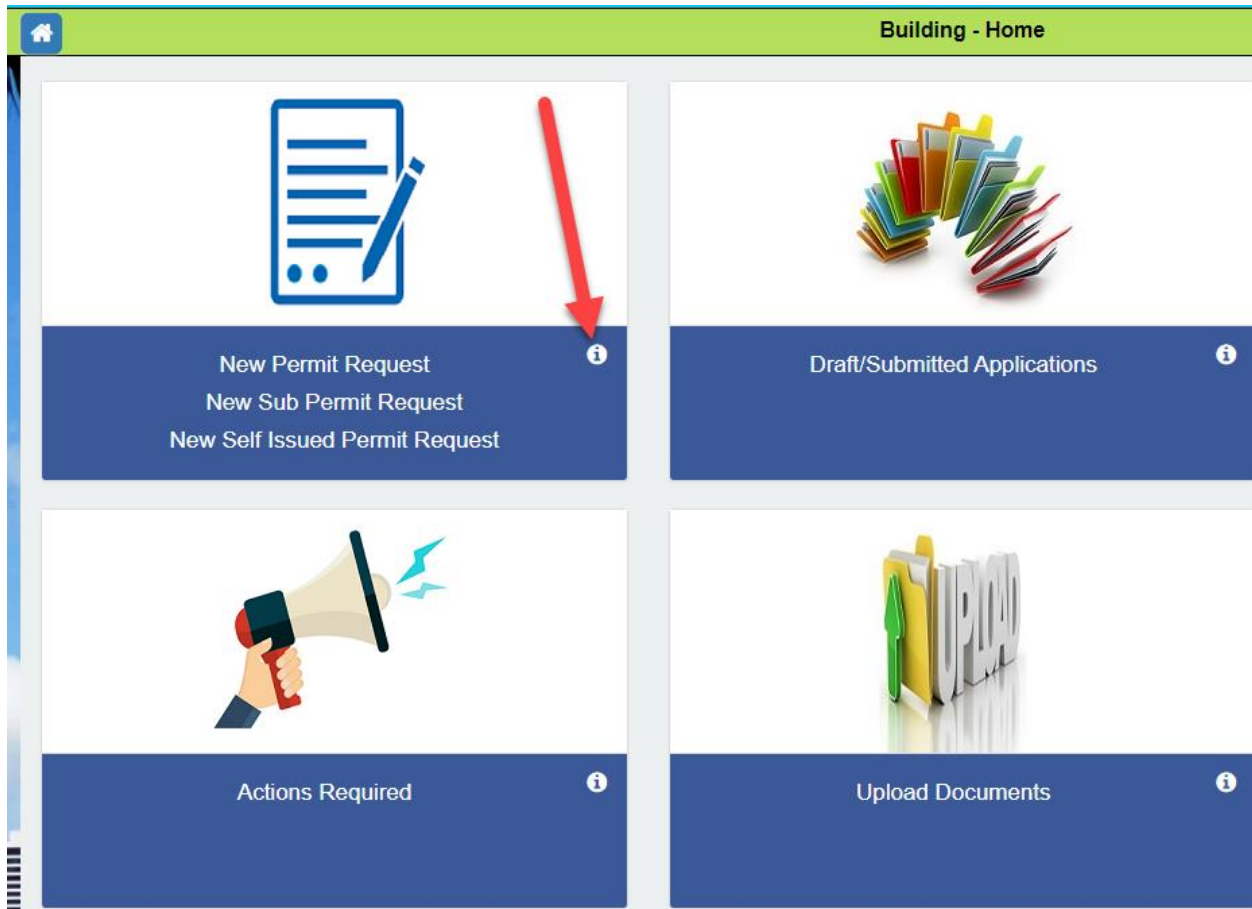
Print Application

Save & Complete Later Cancel

Back Submit Submit & Copy To New

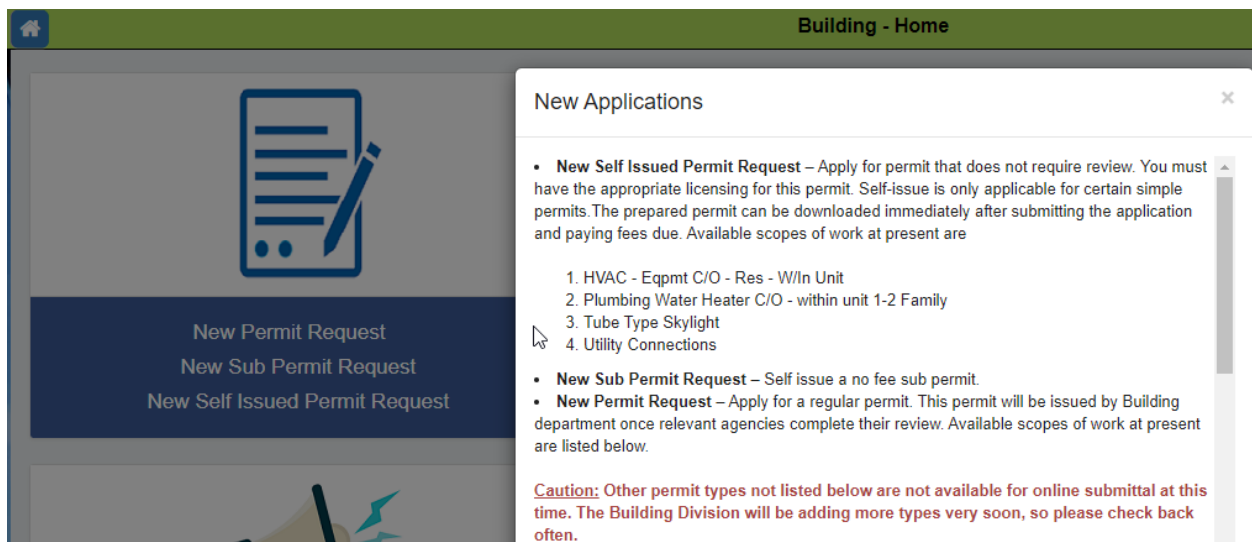
What type of permits can I apply for online?

Click on the information icon  shown below to view the list of permit types available online.



The screenshot shows the 'Building - Home' dashboard with four main sections:

- New Permit Request**: Includes links for 'New Sub Permit Request' and 'New Self Issued Permit Request'. A red arrow points to the information icon in the top right corner.
- Draft/Submitted Applications**: Information icon in the top right corner.
- Actions Required**: Information icon in the top right corner.
- Upload Documents**: Information icon in the top right corner.




The screenshot shows the 'Building - Home' dashboard with a 'New Applications' popup window open over the 'New Permit Request' section.

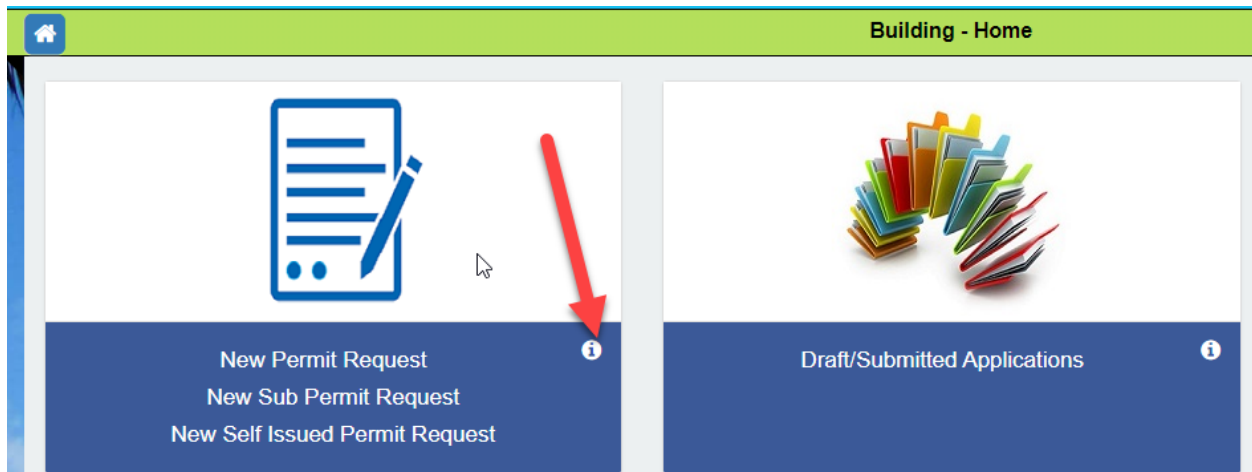
New Applications

- New Self Issued Permit Request** – Apply for permit that does not require review. You must have the appropriate licensing for this permit. Self-issue is only applicable for certain simple permits. The prepared permit can be downloaded immediately after submitting the application and paying fees due. Available scopes of work at present are
 1. HVAC - Eqpmt C/O - Res - W/In Unit
 2. Plumbing Water Heater C/O - within unit 1-2 Family
 3. Tube Type Skylight
 4. Utility Connections
- New Sub Permit Request** – Self issue a no fee sub permit.
- New Permit Request** – Apply for a regular permit. This permit will be issued by Building department once relevant agencies complete their review. Available scopes of work at present are listed below.

Caution: Other permit types not listed below are not available for online submittal at this time. The Building Division will be adding more types very soon, so please check back often.

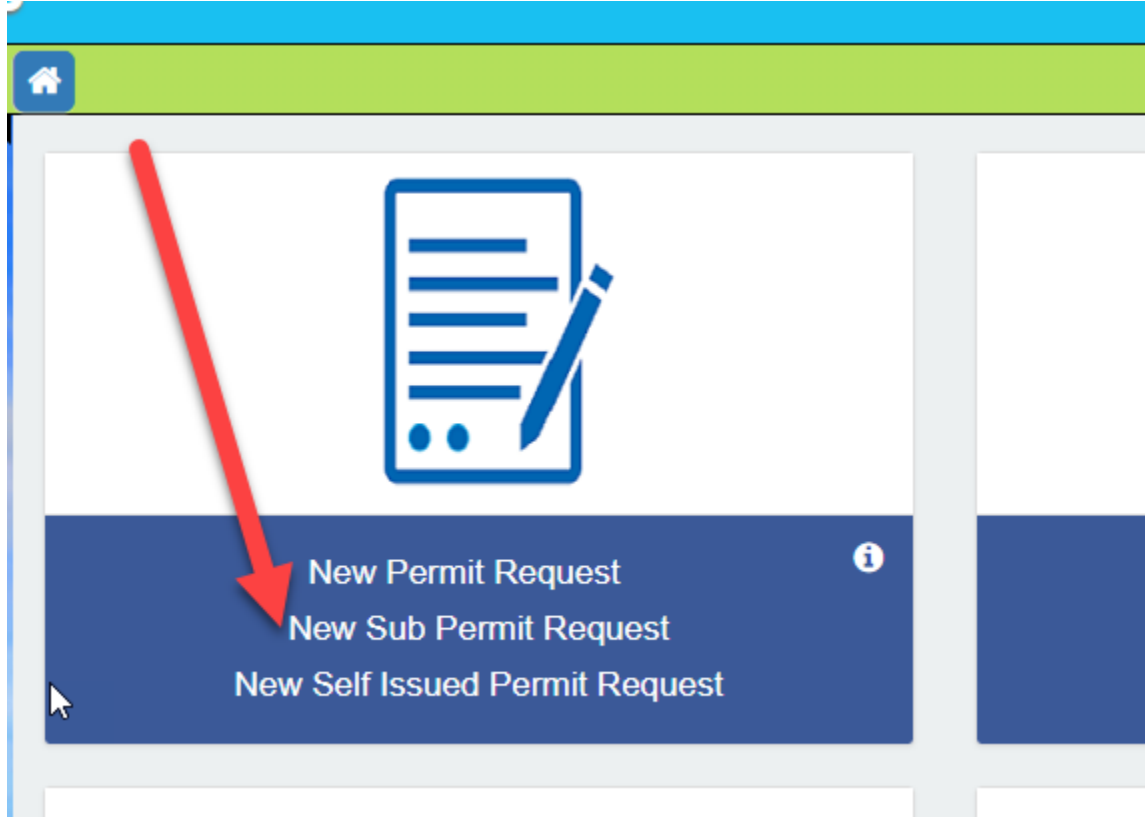
What permit types can be self-issued?

Click on the information icon  shown below to view the list of self-issued permits available online.



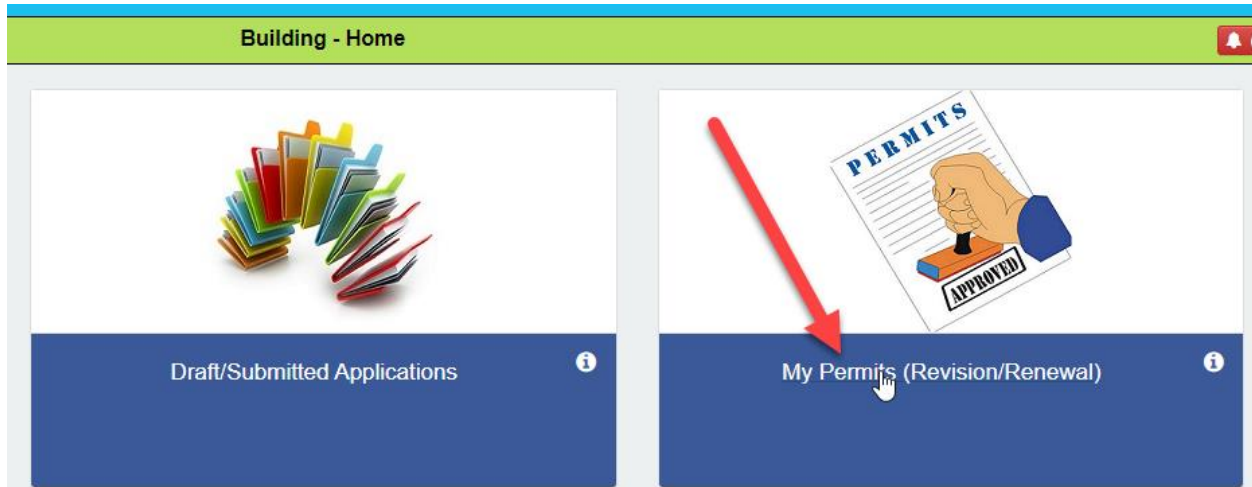
How do I apply for a sub permit?

Click on the **New Sub Permit Request** link shown below. The application is very similar to the new permit request. Refer to How do I apply for a permit.

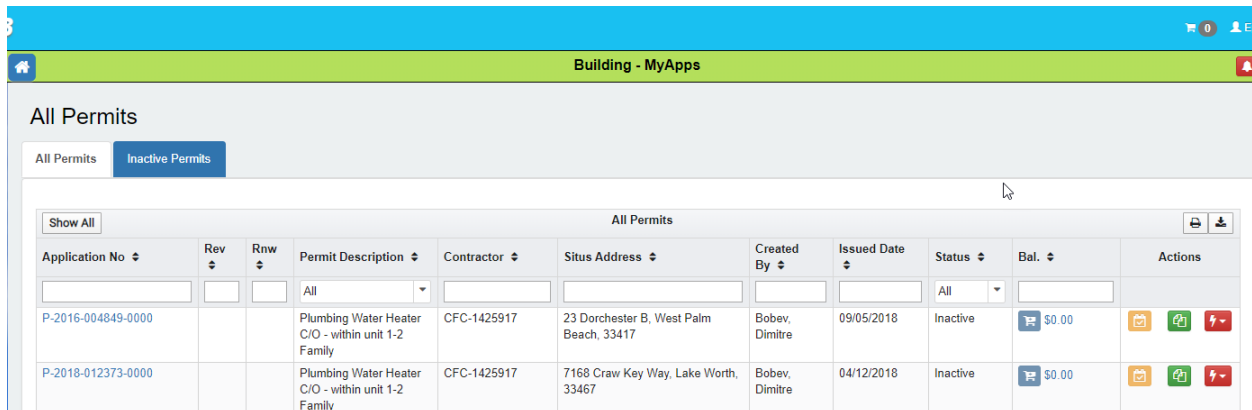


How do I apply for a revision?

To apply for a revision go to the **My Permits** area as shown below.



The **My Permits** area lists all of your Active and Inactive permits.



To apply for a revision click on the red lightning bolt icon on the permit needing revision and select Apply For Revision. Example below.



Complete the information requested for revision and submit.

How do I apply for a renewal to an Inactive permit?

Locate the Inactive permit you wish to renew in the **My Permits** area under the Inactive tab as shown below. Click on the red lightning bolt icon and select **Apply for Renewal**. Complete the requested information and submit.



Inactive Permits

[All Permits](#) [Inactive Permits](#)

Application No	Permit Description	Contractor	Situs Address	Created By	Last Activity Date	Status	Documents	Actions
P-2016-004849-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	23 Dorchester B, West Palm Beach, 33417	Bobev, Dimitre	09/05/2018	Inactive		
P-2018-012373-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	7168 Craw Key Way, Lake Worth, 33467	Bobev, Dimitre	04/12/2018	Inactive		

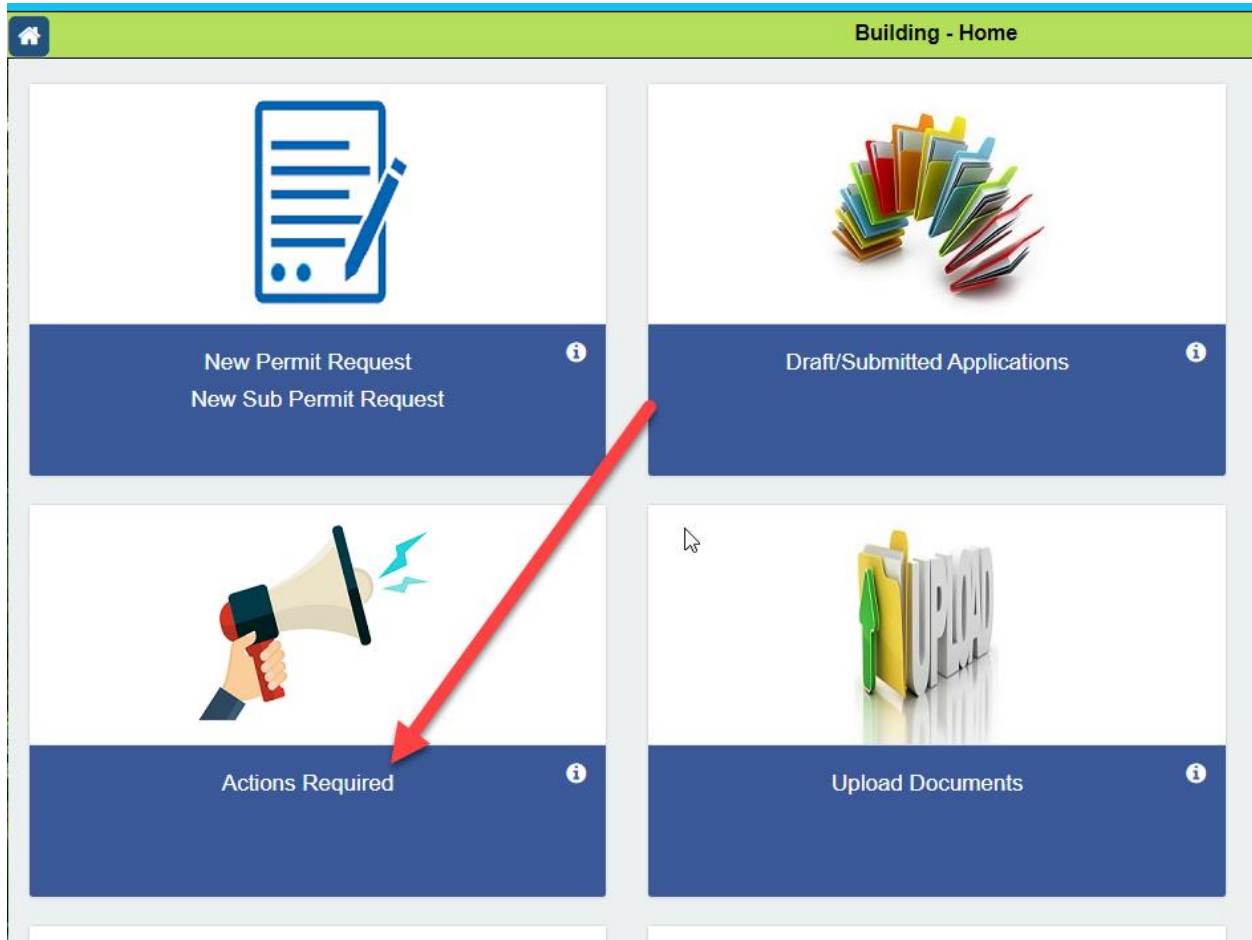
Inactive Permits


Application No	Permit Description	Contractor	Situs Address	Created By	Last Activity Date	Status	Documents	Actions
P-2016-004849-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	23 Dorchester B, West Palm Beach, 33417	Bobev, Dimitre	09/05/2018	Inactive		
P-2018-012373-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	7168 Craw Key Way, Lake Worth, 33467	Bobev, Dimitre	04/12/2018	Inactive		
P-2018-024436-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	111 Normandy C, Delray Beach, 33484	Bobev, Dimitre	08/10/2018	Inactive		

Apply For Renewal

How do I pay fees for an application?

If you are logged into the portal, you can see all the applications and permits on which fees are due in the **Actions Required** area as shown below.

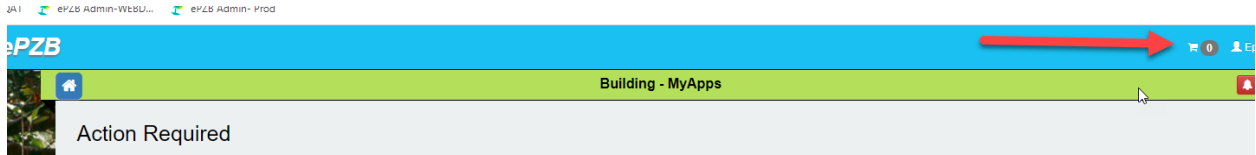


Click on the **Pay Fees** link as shown below and the fees will be added to the cart. Click on the cart  to pay.

Action Required

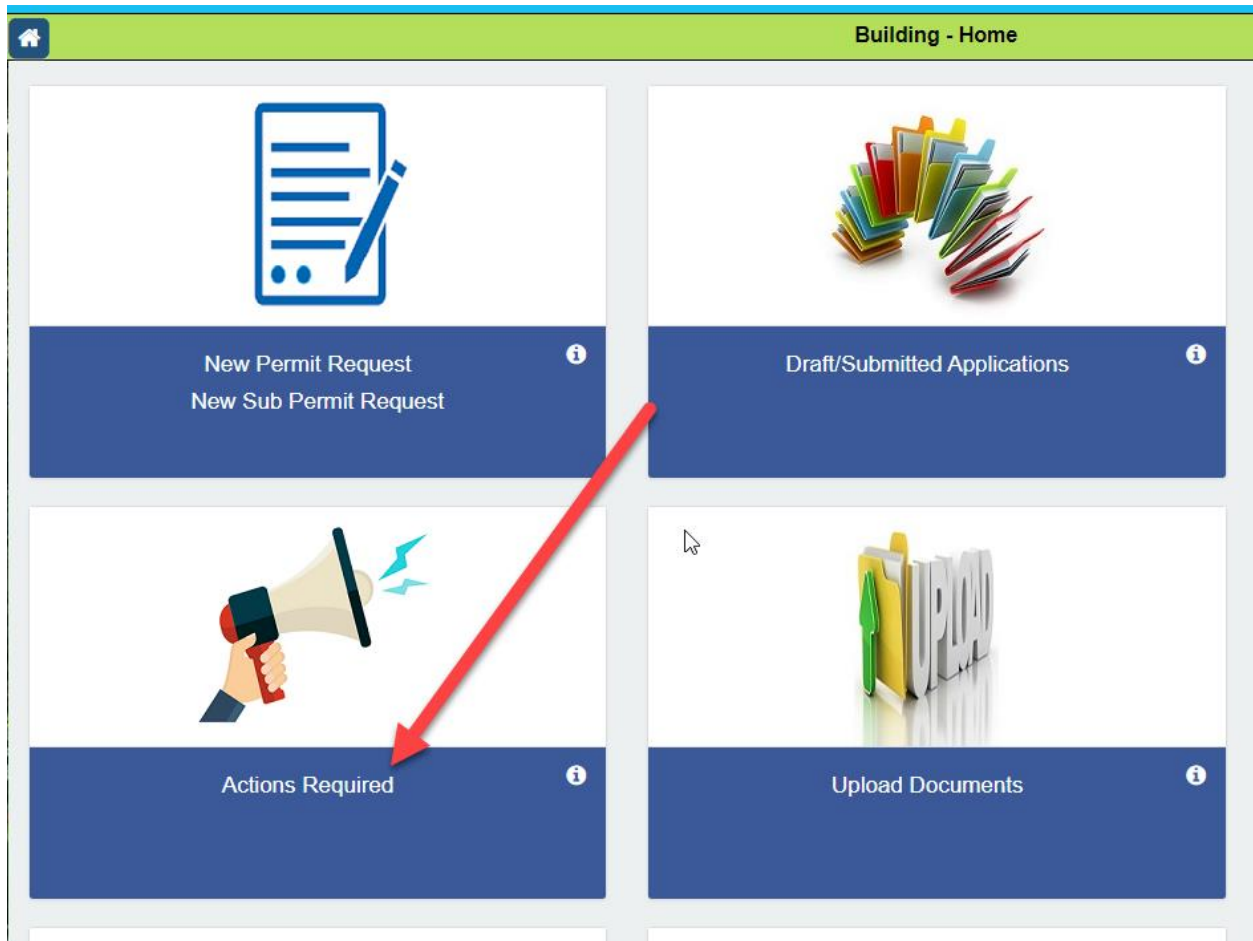
Applications								
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
PR-2020-008228-0000			Solar-Photovoltaic	CFC-1425917	7089 Rain Forest Dr, Boca Raton, 33434	In Process	03/05/2020	Pay Fees
PR-2020-008235-0000			Solar-Photovoltaic	CFC-1425917	9095 Silver Glen Way, Lake Worth, 33467	In Process	03/05/2020	Pay Fees

Total Records: 2



How do I respond to comments/corrections on my application?

Applications which are waiting for your response to comments will be shown in the **Actions Required** area as shown below.





Action Required

Show All		Applications						
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
			All			All		All
B-2020-019918-0000			Accessory Bldg - Multi-Family / Commercial	CMC-1250564	9814 Savona Winds Dr, Delray Beach, 33446	Printed	03/19/2020	Pay Fees
B-2020-019787-0000	1		Reroofing - SFD	CBC-028050	6639 Hatteras Dr, Lake Worth, 33467	Approved	03/20/2020	Pay Fees
B-2020-019787-0001			Roofing (Sub)	CBC-028050	6639 Hatteras Dr, Lake Worth, 33467	Printed	03/24/2020	Pay Fees
P-2020-019779-0001			General Plumbing	CFC-1426154	7473 Pochard Ct, Lake Worth, 33463	Printed	03/25/2020	Pay Fees
M-2020-019779-0002			General Mechanical	CAC-046190	7473 Pochard Ct, Lake Worth, 33463	Active	03/25/2020	Pay Fees
E-2020-019741-0000			Solar-Photovoltaic	U-10860	6198 185th Ter N, Loxahatchee, 33470	Printed	03/27/2020	Pay Fees
B-2020-019884-0002			Incidental Building Work (Sub)	CBC-042257	6198 185th Ter N, Loxahatchee, 33470	Active	04/13/2020	Pay Fees
PR-2020-019958-0000			Dock Non-Residential	CBC-042257	100 Loquat Tree Dr, Lake Worth, 33462	In Process	04/19/2020	Prepare Comments Response

Total Records: 38



Click on Submit Comments Response or Prepare Comments Response as the case may be.

“Submit Comments Response” indicates that your response to comments can be submitted.

“Prepare Comments Response” indicates that you may work on preparing the response to comments and upload documents, but you will not be able to submit this response until the Building, Fire and Zoning reviewers have completed their review.

Upon clicking the link, the Comments Response screen opens and shows the comments by one or more reviewers on your application. There is a separate section for comments from each reviewer. As can be seen below there are comments from Permit Tech, Health and PE-B. Below each agency name, the reviewer’s name is also displayed. The phone number and email of the reviewer are displayed next to reviewer name.



Comments Response

PR-2020-019958-0000 Dock Non-Residential Permit Process

Agency/Section: Permit Tech

Reviewer Name: Tiwari, Rajesh K

Comments				
No	Markup	Comment	Drawing Designation	Applicant Response
1	Permit Tech-001	Loads: Plans shall indicate requirement for posting of live loads for areas designed to exceed 50 psf. (Palm Beach County Amendments FBC Chapter 1 2007 FBC-106.1)	019 AD1.2.1.pdf	* <input type="text"/>
2		Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107)		* <input type="text"/>

Agency/Section: Health Reviewer

Reviewer Name: Tiwari, Rajesh K

Comments				
No	Markup	Comment	Drawing Designation	Applicant Response
1		Swimming pools, spa, and wading pools must comply with sections 242 and 1009. (2010 FBC, Accessibility FBC-A 1009)		* <input type="text"/>

Agency/Section: PE-B

Reviewer Name: Tiwari, Rajesh K

Comments				
No	Markup	Comment	Drawing Designation	Applicant Response
1		Means of Egress: Elevation changes less than 12" in the means of egress shall comply with section 1003.5. (2010 FBC, Building FBC-B 1003.5)		* <input type="text"/>

Below the Agency name and Reviewer name, the comment(s) from that agency are displayed. Before the comment column there is Markup column. This column will have a link to the associated markup/annotation for that particular comment. If this column is blank, it means there is no associated markup/annotation with that comment. In the example shown below the first comment has an associated markup named "Permit Tech-001" and the second comment does not have an associated markup. Clicking on the markup name link will open the pdf of the markup/annotation.



Comments Response

PR-2020-019958-0000 Dock Non-Residential - In Process

Agency/Section: Permit Tech

Reviewer Name: [Tiwari, Rajesh K](#)

Comments			
No	Markup	Comment	Applicant Response
1	Permit Tech-001	Loads: Plans shall indicate requirement for posting of live loads for areas designed to exceed 50 psf. (Palm Beach County Amendments FBC Chapter 1 2007 FBC-106.1)	* <input type="text"/>
2		Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107)	* <input type="text"/>

To respond to comments, type your response in the Applicant Response text box as shown below. A response to each and every comment is mandatory.



PR-2020-019958-0000 Dock Non-Residential - In Process

Agency/Section: Permit Tech

Reviewer Name: [Tiwari, Rajesh K](#)

Comments			
No	Markup	Comment	Applicant Response
1	Permit Tech-001	Loads: Plans shall indicate requirement for posting of live loads for areas designed to exceed 50 psf. (Palm Beach County Amendments FBC Chapter 1 2007 FBC-106.1)	* This is my response to your first comment
2		Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107)	* This is my response to your second comment.




If you need to upload documents along with your response, scroll down to the Document section towards the bottom of the screen. This section lists documents that you have already submitted with your application or subsequent resubmittals. There is video  and textual help  on how to upload documents as indicated below.


Documents


* If the document(s) is already submitted to PZB as part of previous resubmittals, please do not upload it again. Refer to those document(s) by mentioning the document name in comments response text.

[Existing Document Packages](#)

Resubmittal

Create Document Set 

Document Category: -- Select -- Document Type: -- Select -- [Create](#) 

1 - HVAC Energy Calculation(s) 

Select Files to Resubmit

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf	019 AD1.2.1.pdf	0.27	PDF	System, Epzb	4/19/20
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20

If you need to supersede a document, please keep the file name the same as the original document and upload it in the same document set as the original.

Using the tools in this screen you may upload new documents in an existing document set or create a new document set(s) for uploading your document(s).

The example below shows a new document and a superseded document uploaded in response to comments.



Documents

* If the document(s) is already submitted to PZB as part of previous resubmittals, please do not upload it again. Refer to those document(s) by mentioning the document name in comments response text.

Existing Document Packages

Resubmittal

Create Document Set i

Document Category: -- Select -- Document Type: -- Select -- Create ▶

▼ 1 - HVAC Energy Calculation(s) 4

Select Files to Resubmit

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf Replace	019 AD1.2.1.pdf	0.27	PDF		10/12/18 ↻
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20
4	026 A1.1.2.pdf New	026 A1.1.2.pdf	0.38	PDF		10/12/18 ✖

Superseded (pointing to row 1)

New (pointing to row 4)

When you are done preparing your response and uploading documents, you may save the prepared response by clicking the **Save** button. When you are ready to submit your response and the first review is complete, click on the **Submit Response** button.

▼ 1 - HVAC Energy Calculation(s) 4

Select Files to Resubmit

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf Replace	019 AD1.2.1.pdf	0.27	PDF		10/12/18 ↻
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20
4	026 A1.1.2.pdf New	026 A1.1.2.pdf	0.38	PDF		10/12/18 ✖

Upload / Save

Reason:

(max 250 characters)

I agree and understand that I have addressed all agency comments. I acknowledge that failure to do so may result in a delay of permit issuance

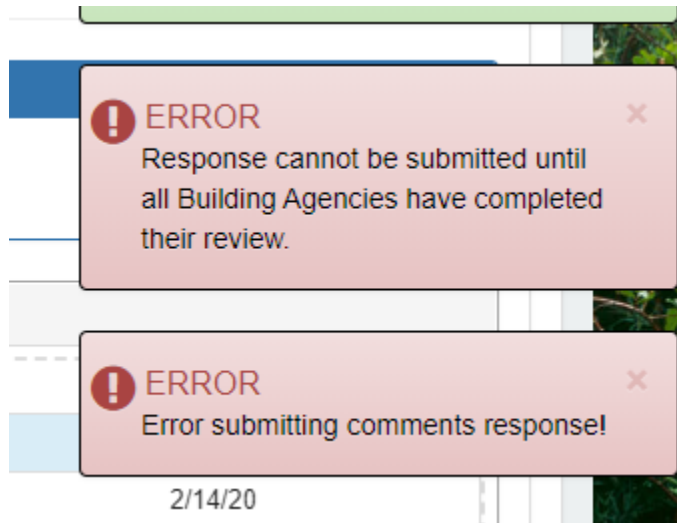
Save Cancel Submit Response

Red arrow points to Save button

Green arrow points to Submit Response button

EPZB Building portal

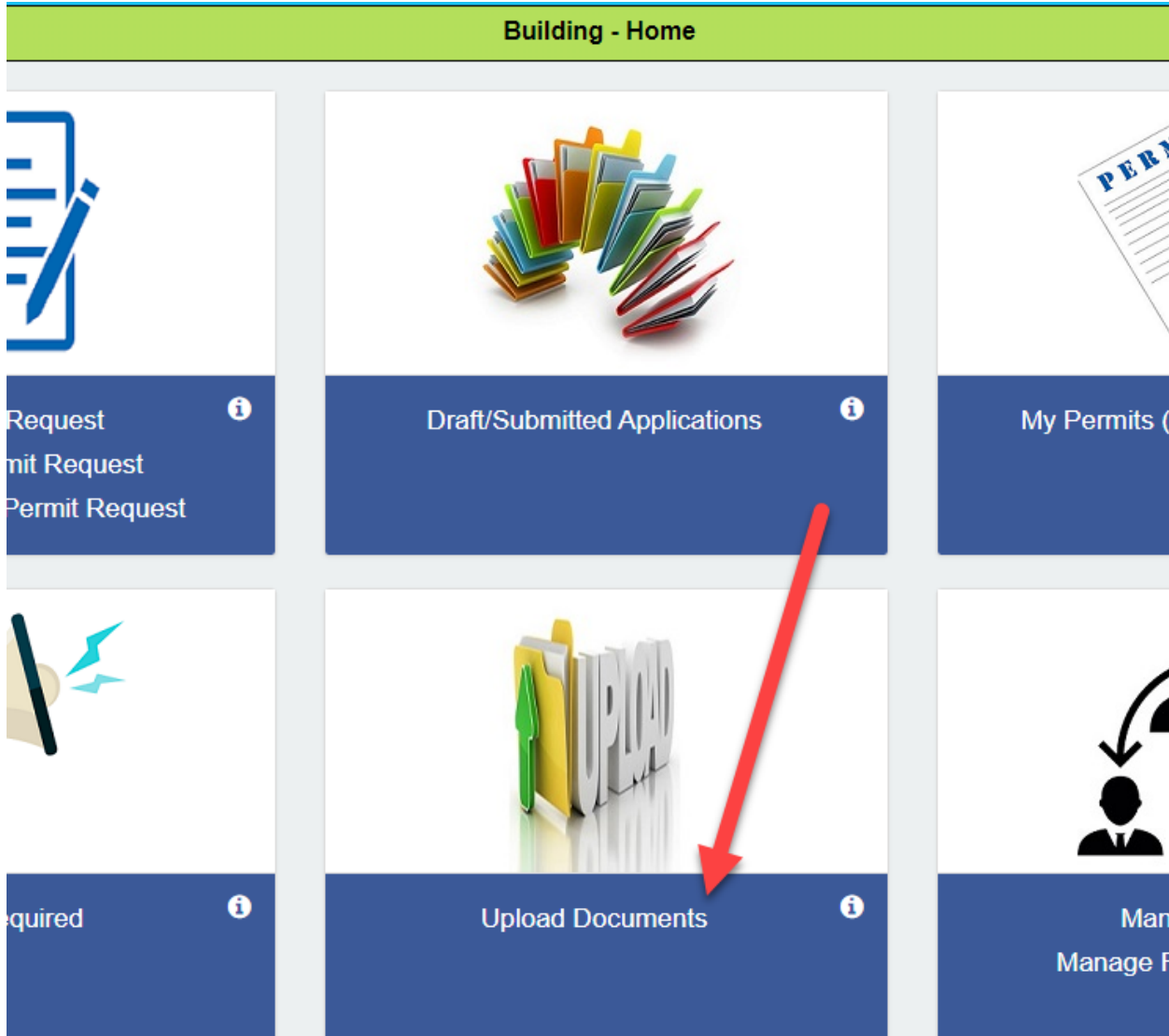
If after clicking **Submit Response**, you see the error message below it means the First Review by Building, Fire and Zoning is not complete yet.



Please do not upload documents in response to comments from any other screen. **Upload Documents** on the welcome page is used to upload supporting documents such as NOCs, etc. and is explained in the section below.

How do I upload my NOC and other supporting documents after application submittal?

Click on **Upload Documents** on the Welcome page as shown below.



Locate your application in the next screen and click the **Upload Docs** link.

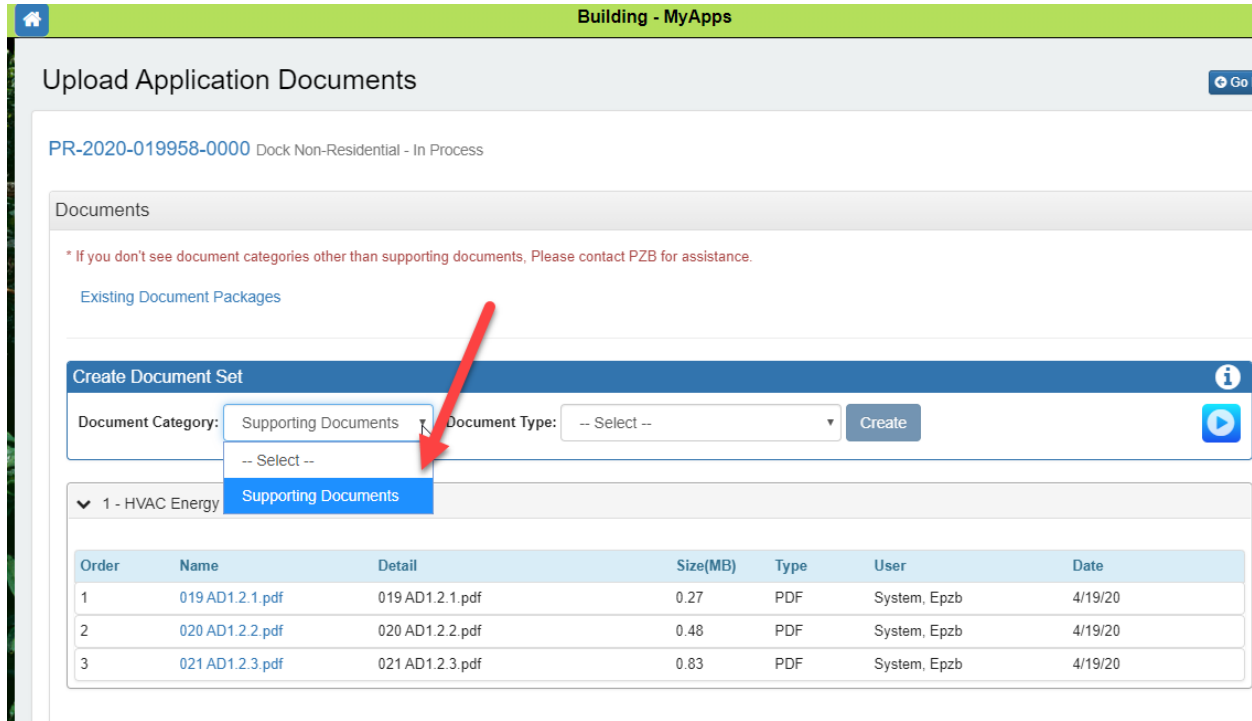
FS-2019-004945-0001	General Electrical	EC-0001095	6558 Lantana Rd, Lake Worth, 33467	Mangoli, Sanjeev	04/13/2020	In Process	Upload Docs
PR-2020-019958-0000	Dock Non-Residential	CBC-042257	100 Loquat Tree Dr, Lake Worth, 33462	Tiwari, Rajesh K	04/19/2020	In Process	Upload Docs

Total Records: 70

Navigation: 1 2 3 25



In the **Upload Application Documents** screen, you will only see “Supporting Documents” in the Document Category dropdown. You may upload these documents at any time.



Under normal circumstances you can upload Drawings and Application Documents in response to comments from the **Actions Required** screen.

In some circumstances if you need to upload Drawings or other Application Documents, but you do not have any comments to respond to in the **Actions Required** screen, you may call the Building division for special permission to upload these documents. When permission is granted, you will see “Drawings” and “Application Documents” as well, in the document category dropdown.

Once you submit the documents uploaded in this screen, they will go for sufficiency review by the Building division and this submittal may be returned. If your submittal is returned, you will see a “Resume Returned Resubmittal” link in **Actions Required**. Click the link, make changes as suggested and resubmit (example screenshot below).

If your document submittal is accepted, the documents uploaded will become part of the application and any reviewer can view them.



Action Required

Applications								
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
M-2020-019930-0000			HVAC - Eqpmt C/O - Res - W/In Unit	CMC-056935	539 Mulberry Grove Rd, West Palm Beach, 33411	Printed	03/24/2020	Pay Fees
PR-2020-019938-0000			Plumbing Water Heater C/O - within unit 1-2 Family	CFC-039977	539 Mulberry Grove Rd, West Palm Beach, 33411	Draft	03/26/2020	Resume Returned Application
PR-2019-019521-0000			Adult Care Facility	CAC-1813565	539 Mulberry Grove Rd, West Palm Beach, 33411	In Process	04/19/2020	Resume Returned Resubmittal

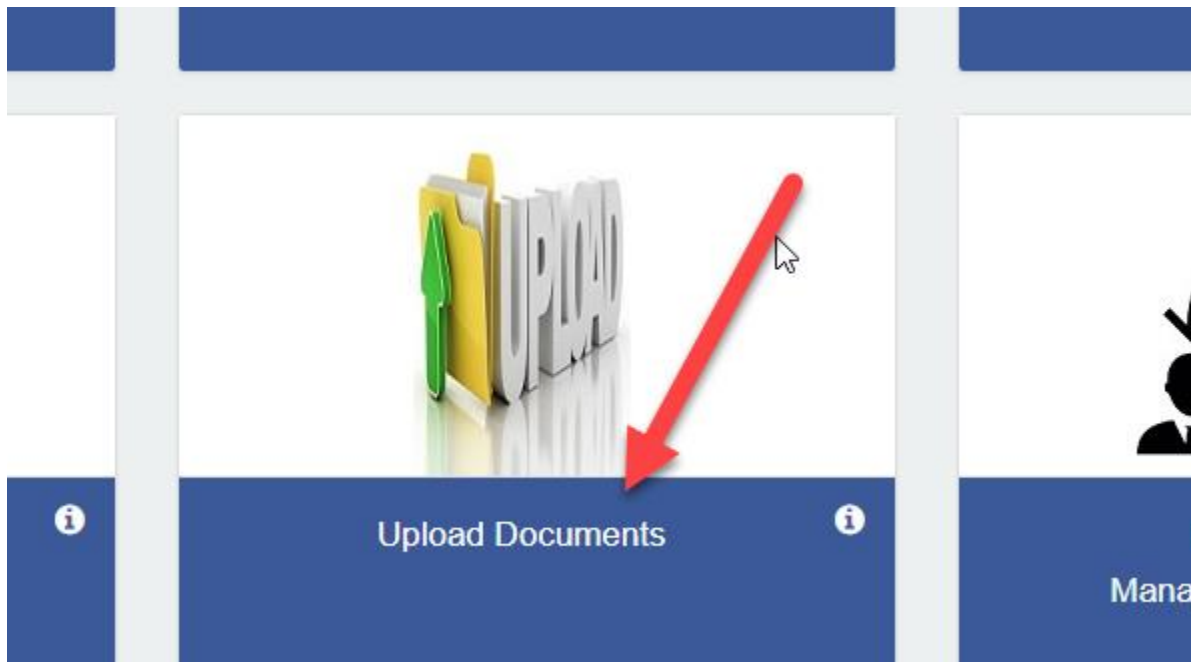
Total Records: 73

How do I upload documents that I missed during application submittal?

As discussed in detail in previous section.

Under normal circumstances you can upload missing Drawings and Application Documents in response to comments from the **Actions Required** screen.

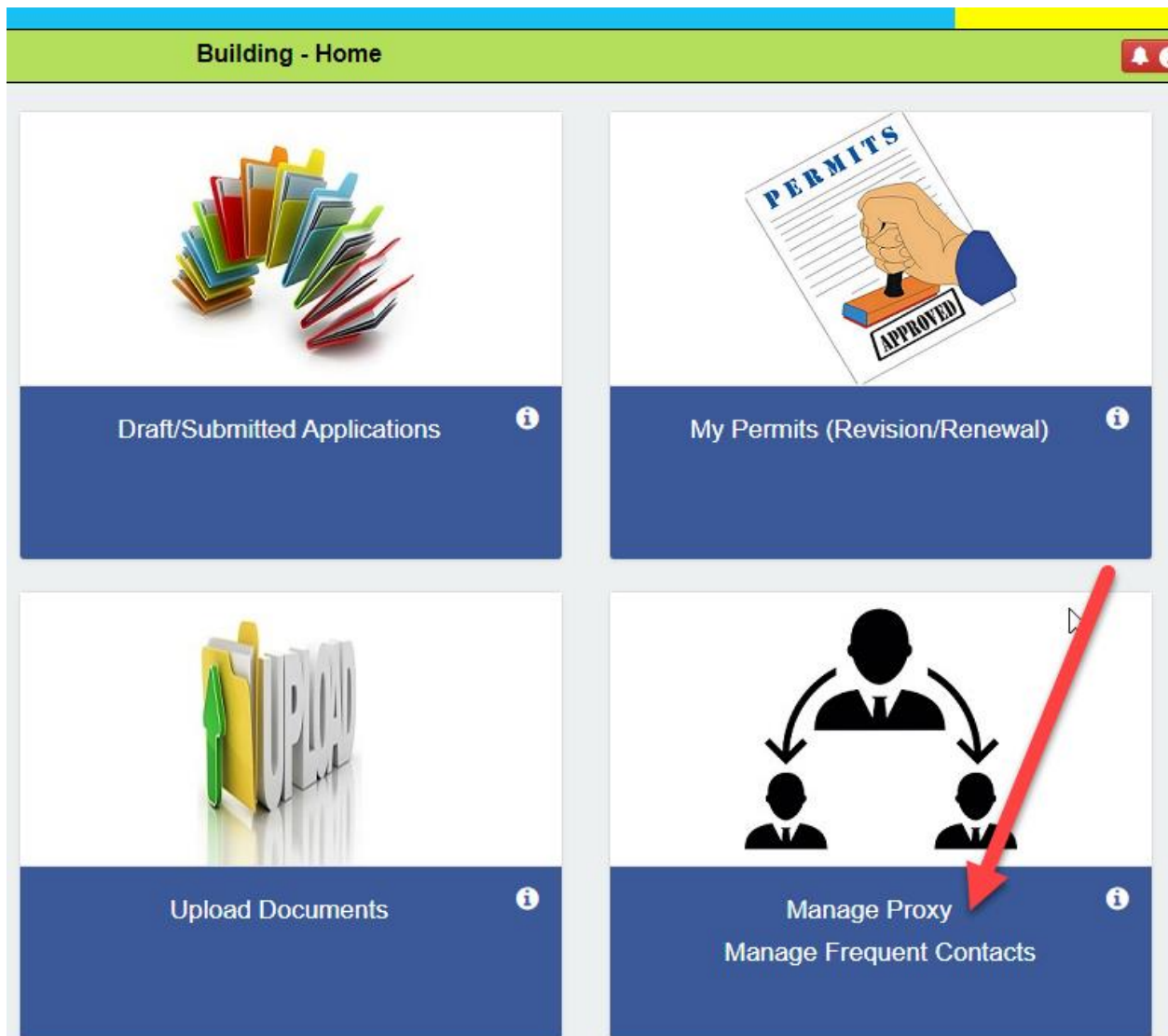
In some circumstances if you need to upload Drawings and other Application Documents, but you do not have any comments to respond to in the **Actions Required** screen, you may call the Building division for special permission to upload these documents. When permission is granted, you will see “Drawings” and “Application Documents” in the document category dropdown in the **Upload Documents** screen as shown below. Upload the missing documents in the appropriate category and submit.



Can I designate someone else to prepare and submit permit applications on my behalf?

There is a proxy functionality available for situations like this. A contractor can make any other registered user his/her contractor proxy using the Manage Proxy screen.

Please note: A contractor proxy may prepare an application on behalf of the contractor, but the contractor must login and submit the application prepared by the Proxy. Once the application is submitted, the proxy can respond to comments and upload documents on the application without any further involvement by the contractor. The contractor can find the applications prepared by the proxy in the **Draft/Submitted Applications** area.





On the "Contractor Proxy" tab, click the **Add Proxy** button to add a new proxy.

Manage Contractor Proxy

Contractor Proxy **Application Proxy**

Name	Contact Phone	Company Name	Start Date

No records to display!!
Total Records: 0

Add Proxy

In the **Add Contractor Proxy** screen you may add an already registered user or invite a new user to become your proxy.

Add Contractor Proxy

Please select from options below to add proxy

Select proxy from registered users / contacts Invite new user

▼ Select Proxy

Email: *

Search Proxy **Reset**

My Frequent Contacts [Edit](#)

Name	Email	Company
No records to display!!		

Total Records: 0

Save Proxy **Cancel**



Once the proxy is added successfully, you will see them listed in the Contractor Proxy tab as shown below.

Name	Contact Phone	Company Name	Start Date
AP7, EPZB	561-355-4258		04/19/2020

Total Records: 1

Add Proxy

A Contractor may delete the proxy at any time and the proxy would lose access to all applications belonging to the contractor.

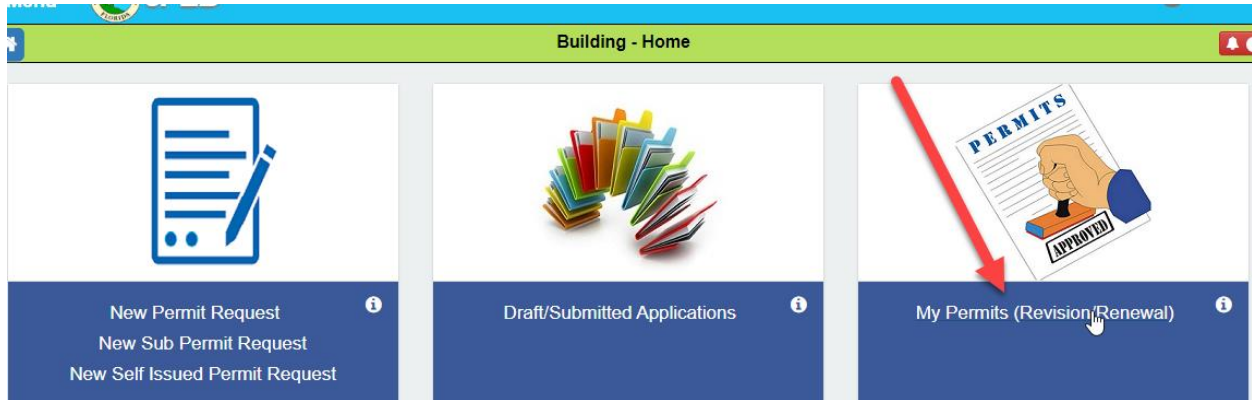
Contractor proxy functionality is more suitable for office staff and permit expeditors.


There is another type of proxy called “Application Proxy” as shown above. Application proxy is a proxy on a particular application. The Application proxy can respond to comments and upload documents on that application only. The application proxy cannot prepare applications like the contractor proxy can.

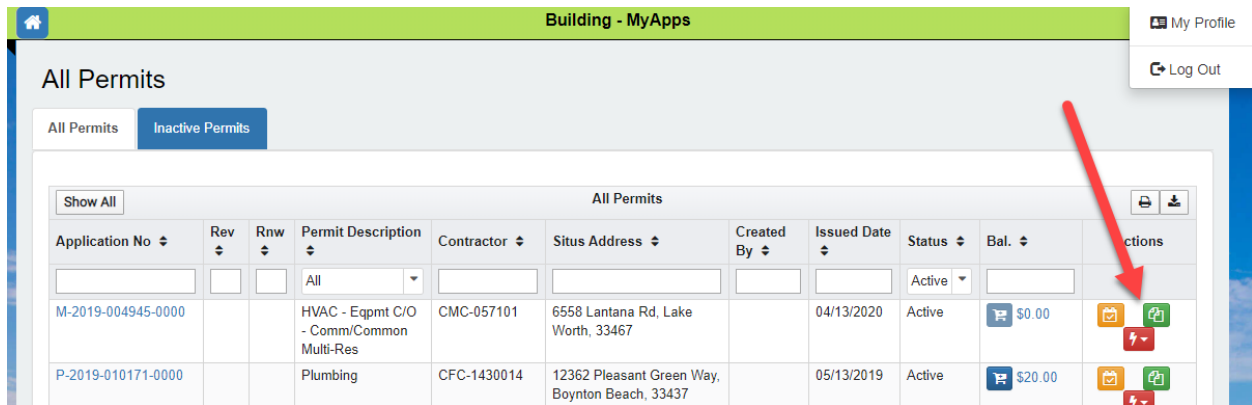
Application proxy functionality is more suitable for Architects etc. when their involvement is required on a particular application for responding to comments related to drawings prepared by them.

Where do I see and download my permit card and other permit documents?

Click on the **My Permits** area.



Locate your permit in the list and click on the green documents icon . The permit card and other approved documents can be found there for download and print.




Can I designate someone else to respond to comments on my application?

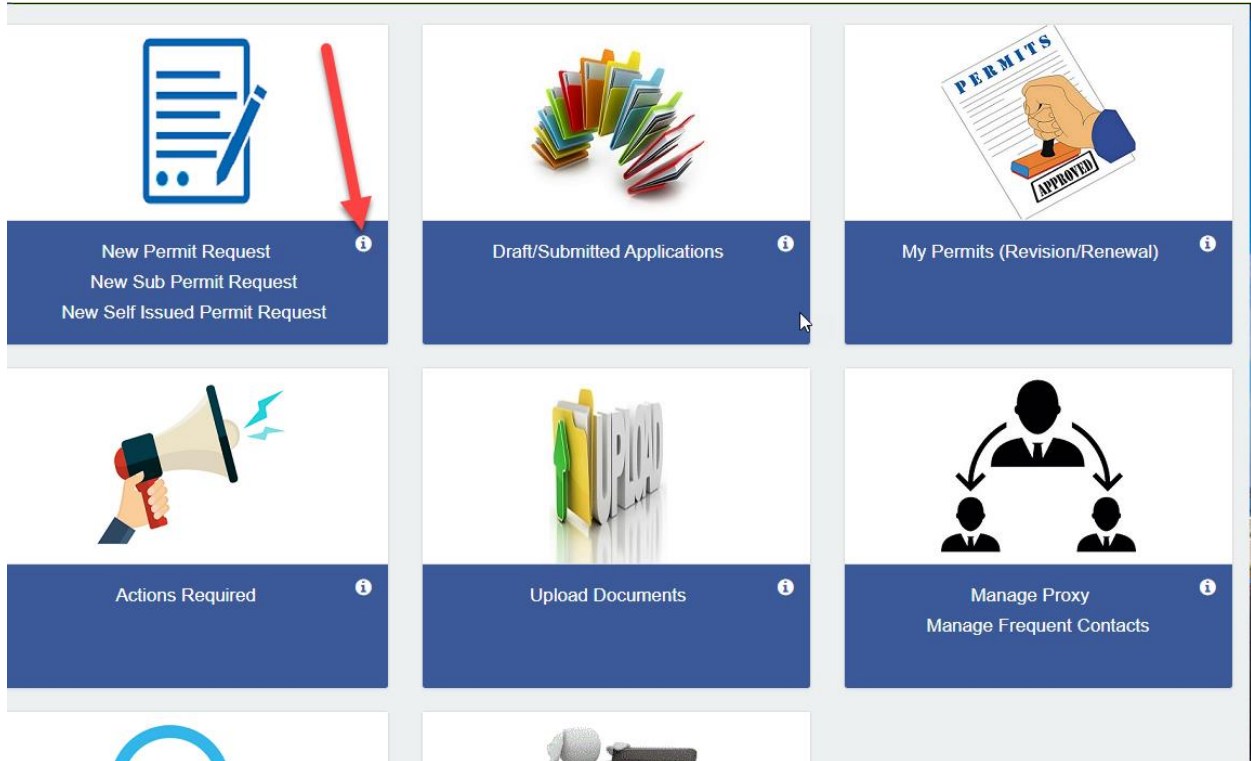
A contractor proxy or an Application proxy can respond to comments on your application. Please refer to [Can I designate someone else to prepare and submit permit applications on my behalf](#) section for more details.

Can I designate someone else to upload documents on my application?






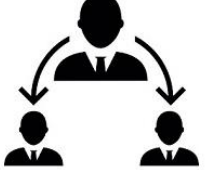
A contractor proxy or an Application proxy can upload documents on your application. Please refer to [Can I designate someone else to prepare and submit permit applications on my](#) section for more details.

What other help is available on the portal?

Click on i icon  as shown below anywhere for help related to that area or item.



The screenshot shows a grid of menu items in the EPZB Building portal. Each item has an icon and a blue bar with text and an information icon (i). A red arrow points to the information icon in the 'New Permit Request' item.

 New Permit Request New Sub Permit Request New Self Issued Permit Request	 Draft/Submitted Applications	 My Permits (Revision/Renewal)
 Actions Required	 Upload Documents	 Manage Proxy Manage Frequent Contacts