

**TO:** ALL BUILDING DIVISION PERSONNEL

**FROM:** DOUG WISE  
BUILDING DIVISION DIRECTOR

**PREPARED BY:** BUILDING DIVISION

**SUBJECT:** PALM BEACH COUNTY OWNED OR LEASED BUILDINGS

**PPM #:** PB-O-053

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**ISSUE DATE**  
July 31, 2019

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**EFFECTIVE DATE**  
June 5, 2024

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**PURPOSE:**

The purpose of this PPM is to provide a mechanism for the enforcement of the above referenced code section and statute, as applicable to the permitting of improvements in County owned or leased buildings by the Building Division.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

**AUTHORITY:**

Palm Beach County Amendments to the Florida Building Code, Chapter 1 Administration Section 105, Florida Statutes Section 713.135

**POLICY:**

A permit application signed by the authorized County agency representative, for any construction on County owned or leased property, is a precondition of receiving a permit from the Building Division. No construction permit, including additions and/or alterations, shall be issued without approval from the appropriate County authority.

**PROCEDURE:**

A building permit application for construction on County owned or leased property shall not be accepted by Permit Intake Staff if it does not have the signature of the authorized County staff member from the appropriate County agency, within that agency's "Scope of Responsibility", as listed in the table below. Staff shall verify in processing the applications for new construction, installations, additions and/or alterations located on County owned or leased property, that the application includes such an agency representative signature on the permit application form.

If an applicant attempts to submit, or an application is erroneously admitted into the permitting system without the prerequisite signature from the appropriate party, Building Division staff may accept and enter the

application while placing a hold on permit's issuance, pending receipt of a replacement application form, with the signature of the authorized County agency representative.

The primary responsibility to maintain an existing PPM in a current state, incorporating all changes resulting from code revisions, procedural improvements, or any other action rendering the PPM out-of-date, shall be with the lowest level, exempt Supervisor, covering the portion of the Division operations addressed by the PPM.

<b>Responsible Agency</b>	<b>Accepted Signatory</b>	<b>Scope of Responsibility</b>
<b>Airports</b>	Gary Sypek Cynthia M. Portnoy Michael Gianbrone David Frank Philip W. Woodard George Santos	Regulated Improvements on Airport Property
<b>Engineering</b>	Steve Carrier David Ricks Joanne Keller Morton Rose Motasem Al-Turk Marc Alicea Kathleen Farrell Maroun Azzi	Regulated Improvements in Public Right of Way
<b>ERM</b>	Deborah Drum Michael Stahl	Regulated improvements in environmentally sensitive lands and estuaries under PBC control
<b>Facilities Development &amp; Operations</b>	Isami Ayala-Collazo Purvi Bhogaita Fernando DelDago	All County Buildings
<b>Water Utilities Department</b>	Ali Bayat Krystin Berntsen Jane House	Water Utilities Facilities and Structures
<b>Parks and Recreation</b>	Jennifer Cirillo Paul Connell	Fences, Pavilions, Shade and other Recreational Structures

  

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**DOUG WISE**  
**BUILDING DIVISION DIRECTOR**

**Supersession History**

1. PPM# PB-O-053, issued 6/21/90
2. PPM# PB-O-053, issued 4/18/12
3. PPM# PB-O-053, issued 2/23/15
4. PPM# PB-O-053, issued 7/31/19
5. PPM# PB-O-053, issued 6/10/20
6. PPM# PB-O-053, issued 4/16/21
7. PPM# PB-O-053, issued 3/2/23
8. PPM# PB-O-053, revised 4/29/24