

**TO: ALL BUILDING DIVISION PERSONNEL**

**FROM: DOUG WISE**  
**BUILDING DIVISION DIRECTOR**

**PREPARED BY: BUILDING DIVISION**

**SUBJECT: DEMOLITION PERMITS**

**PPM #: PB-O-110**

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**ISSUE DATE**  
**June 28, 2024**

**EFFECTIVE DATE**  
**June 28, 2024**

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**PURPOSE:**

The purpose of this PPM is to outline the procedures for processing and issuance of demolition permits, for inspections before and after actual demolition, and when “significant degradation” occurs in the demolition of residential housing.

**AUTHORITY:**

Sections 105.1 Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration; Section 3303 Florida Building Code; 64E-6.011 Abandonment of Systems – Florida Administrative Code; Chapter 469.003 Asbestos Abatement Florida Statutes; Article 7, Chapter E. Section 5.G. Unified Development Code of Palm Beach County

**POLICY:**

- A. Demolition of commercial buildings requires a full technical plan examiner’s review.
- B. Demolition permits of entire 1 & 2 Family Dwellings are not required to undergo a full technical plans examiner review. However, a partial or interior demolition shall require a full technical review from a plans examiner.
- C. All applications to demolish a 1 or 2 Family Dwelling will include a Landscape Section review and inspection(s) when not submitted simultaneously with an application for redevelopment, or an affidavit of exemption from the Zoning Division.
- D. If any building, or portion of a building is to remain after a demolition, a site plan is required, clearly identifying the limits of demolition. The partial demolition of a building shall be treated as an alteration, and in no case shall a partial demolition permit be issued, without an end result of the permitted work being a structural complete and permanent building or structure.
- E. Any demolition permit that involves abandonment of an entire plumbing system, including, but not limited to an onsite sewage treatment and disposal system, shall be routed to the Health Department for review.

- F. A demolition permit is required for any structure that a building permit would be required to construct. This includes modular buildings, signs, and swimming pools.
- G. The Demolition of existing interior construction by a licensed contractor, immediately prior to start of permitted interior remodeling, shall not require a separate demolition permit, providing the demolition work is depicted on the approved permitted plans, and the contractor is in possession of the issued permit.
- H. All demolition permit applications shall be reviewed for Zoning regulations.
- I. Interior Removal/Demo permits shall only be issued when a permit application for an improvement permit is in process, unless otherwise approved by a Supervisor.

**PROCEDURE:**

**APPLICANTS:**

- A. Conform to Chapter 40 Code of Federal Regulation 61, Section 469.003 Notice of Asbestos Renovation or Demolition, and PB-O-020 on Asbestos Notification.
- B. Submittal requires:
  - Completed application documents
  - Copy of a site plan identifying all buildings to be demolished on the demolition site and the existence and type of all buildings on contiguous lots or,
  - When applicable, the contiguous lot identified as being vacant of buildings
- C. Demolitions of 1&2 Family Dwellings require demolition of all accessory structures, unless otherwise approved by the Building Official prior to permitting.
- D. Applicants shall verify that the utility companies have disconnected all services (gas, water, sewer, telephone, cable electric) prior to field inspection approval for actual demo work to begin.

**BUILDING DIVISION STAFF:**

Permit Intake: Permit Intake shall accept a demolition application, when submitted simultaneously with an application for a building permit for redevelopment. Without comment. If no redevelopment permit application is simultaneously submitted, the applicant shall be informed that Landscape plans, or an affidavit of exemption from the Zoning Division may be required, if “significant degradation” of the residential area is determined during the permit tech’s review. Permit Intake shall use the appropriate permit description code to facilitate the proper automated routing.

Permit Tech Review: The Permit Technician shall review the site for *location in the Urban/Suburban Tier (including the Revitalization and Redevelopment Overlay)*.

- A. Locations outside of the Urban/Suburban Tier (including the Revitalization and Redevelopment Overlay) are processed as a standard demolition. The Permit Tech shall make a notation to this effect in the in-house comment area of the Building Division ePZB automated system.

- B. Locations within the Urban/Suburban Tier (including the Revitalization and Redevelopment Overlay) must be reviewed for “significant degradation”.
- C. If significant degradation will not result from the demolition, then the application should be processed as a standard demolition permit. A notation to this effect shall be made in the in-house comment area of the Building Division ePZB automated system.
- D. For a single family dwelling use description code #1491 “Demolition – Residential –SFD”. For commercial and multi-family use description code #1481”Demolition Non/Multi-Residential.

If significant degradation is determined to result from the demolition, the Permit Technician shall perform the following actions:

1. Utilize the description code *1493 Demolition-SFD W/Vacant Loo Landscape*. Require Landscape review to be included in the permit routing.
2. Inform the applicant that they must submit landscaping plans, or an affidavit of exemption, completed and executed by the property owner, attesting that redevelopment of the lot will occur within 120 days of the demolition.
3. Provide the applicant with the affidavit form, if requested.
4. The Permit Technician shall research and document in the application package, the existing vacant lots contributing to the “significant degradation”, and the owner’s name and contact information.
5. Place the application on “Hold Process”, until landscape plans or an affidavit of exemption, is completed, executed by the property owner and submitted by the applicant.
6. Landscape will review the submitted landscape plans or affidavit of exemption for code compliance. Demolitions with landscape plans shall be charged the appropriate fee by the landscape reviewer, for the review and Landscape inspection.
7. After Landscape approval, the Plans Examiner shall review the permit application.

**PLAN REVIEW:**

- A. Plans examiners will conduct a full technical review for commercial and multifamily buildings.
- B. Plan review shall stamp the plans with the Asbestos regulation advisory stamp, and attach an Asbestos Notification in accordance with PBO-020.

**INSPECTIONS:**

**A. FIELD PRE-INSPECTION (BEFORE DEMOLITION):**

The Inspector will review the permit and property on-site to assure:

1. The permit is posted on site in accordance with section 105.7 of the Palm Beach County Amendments to the Florida Building Code.
2. The permitted address is correct.

3. The structures permitted to be demolished, match those on the approved plans.
4. Verification that all utilities have been disconnected
5. Verify that any septic tank has been removed/abandoned.
6. Verify that any pool has had the bottom broken out, and has been filled with earth, or the pool has been removed.
7. After verification, the inspector, will sign off on the posted permit giving approval for the actual demolition to begin.

**B. POST DEMOLITION INSPECTION ( FINAL INSPECTION ):**

The inspector will review the permit and property on-site to assure the following items have been completed:

1. Verify all debris has been removed from the site.
2. Assure final lot grading and any required landscaping is complete.
3. The inspector, after verification of the items above, will approve the Post-Demolition Inspection
4. If an affidavit of exemption was accepted, and all building regulations are satisfied, then a Certificate of Completion (CC) may be issued. If a landscaping plan was approved, a landscape inspection must be passed prior to issuance of the CC.
5. Issuance of the CC will be communicated to the Landscape Section for monitoring. Landscape Inspectors shall confirm a redevelopment application has been submitted within 120 days of the issuance of the CC, if the permit issuance is based upon an affidavit of exemption for code compliance. If the redevelopment application has not been submitted, the Landscape Inspector shall report the violation to Code Enforcement to open a case for failure to comply.



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

**Supersession History**

1. PPM# PB-O-110, issued 07/00
2. PPM# PB-O-110, issued 08/04/00
3. PPM# PB-O-110, issued 08/22/00
4. PPM# PB-O-110, issued 08/29/00
5. PPM# PB-O-110, issued 12/20/00
6. PPM# PB-O-110, issued 01/26/01
7. PPM# PB-O-110, issued 01/09/03
8. PPM# PB-O-110, issued 05/09/03
9. PPM# PB-O-110, issued 04/30/12
10. PPM# PB-O-110, issued 06/28/24