



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
BUILDING DIVISION  
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO-102  
Issued: 04/30/12  
Effective: 04/30/12**

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**SUBJECT: ANNUAL PERMIT TO BUILDING OWNERS FOR  
REPAIRS/REPLACEMENTS WITH MAINTENANCE EMPLOYEES**

**AUTHORITY:** Sections 105.1.1 and 105.1.2 - Palm Beach County (PBC) Amendments to the Florida Building Code (FBC), Chapter 1 Administration; Chapter 489.103 F.S. Florida Statutes

**PURPOSE:**

1. To provide a procedure for issuing Annual Permits for the purpose of enabling owners of multiple buildings, utilities and governmental agencies to conduct routine or emergency servicing, repair, replacements and refurbishing of their service systems, via their maintenance employees skilled in building trades. The annual permit is issued in recognition of the need to ensure non-interruption of service, and to afford the ability to affect repairs, replacements and cosmetic renovations in a timely manner without awaiting a specific permit in advance as required on new work.
2. To facilitate a County inter-agency permit and inspection process for annual permits, in addition to Section 105.1.1 and 105.1.2 of the PBC Amendments to the FBC.
3. To classify parameters of work exempt from contractor licensure requirements under the scope of an Annual Permit.

**POLICY:** A single annual trade permit may be issued to owners routinely engaged in repairing, replacing, refurbishing, or renovations to their buildings and systems with trained employees, supervised by a maintenance/facilities supervisor; excluding any new or expanded work.

These Annual Permits shall incur an annual fee as adopted in the current Construction Fee Ordinance, as it may be amended, and shall be valid for the calendar year of issuance. The annual permit shall authorize the holder to perform only the scopes of work as generally described herein.

A separate permit (with fee) shall be obtained for each construction trade, for each facility or building having a separate building, electrical, mechanical and plumbing permit, as applicable, since the County Trade Chief is to monitor work done for code compliance.

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A "facility may include a group of separate buildings when there is a main building and ancillary buildings, all are in close proximity, and maintenance supervision of all is under one person.

**PROCEDURE:** Utilities/agencies requesting an annual facility service permit shall submit with the permit application a written general description of the parameters of service work intended to be performed during the year. The Building Division shall review the description to verify exempt/non-exempt categories, and shall file a copy of the description with the permit record. **The following generally identifies exempt/non-exempt service permit categories:**

▶ Permit exemptions: Routine Service and Maintenance

Work performed on any utility system owned and operated by a governmental agency shall be exempt from permit. In addition, ordinary and routine service or maintenance of electrical, plumbing, and mechanical fixtures/equipment within buildings owned and operated by a utility/agency shall be exempt from permit.

▶ Permit Requirements: Repair, Refurbishing, Replacement and Minor Construction

An annual service permit may be issued for work involving the repair, refurbishing, or replacement of building service systems, not affecting life safety or life safety systems. Examples include:

- repairs or replacement of electrical equipment/devices performed on load side of meter,
- repairs or replacement of plumbing, piping and related equipment/devices/fixtures on distribution side of water meter,
- repairs or replacement of ductwork, coils, evaporators and related equipment and controllers with items which are of equal rating, load capacity, voltage, size, etc., as applicable, and
- repair or replacement of building non-structural components (such as doors, windows, siding and roofing).

All new capital construction projects shall require a standard building permit in accordance with the current Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration and the Construction Permit Fee Schedule.

The permit holder shall list/identify all work performed on a log form (Form # 102- PBO-102) provided by, or otherwise approved for use by the Building Division. The Building Division personnel shall perform all required inspections and periodic inspections, and/or any additional inspections necessary or requested by the permit holder.

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At the end of the permit validation period, a copy of the log shall be filed with the service permit in the Building Division's public records section.

**► Work Performed - Exemption from Licensing for Authorized Personnel**

Categories of work generally described herein, or otherwise identified in the permit holder's description, are considered exempt from construction licensing when performed under direct supervision of an appropriately licensed supervisor. Authorized supervising personnel shall sign and date the log record upon completion of each job or project.

All work shall be performed in strict accordance with codes, amendments, ordinances, and standards currently adopted by Palm Beach County.

**PERMIT APPLICATION PROCEDURES**

1. The agency/utility may submit a primary permit application for each facility under status of owner/builder.
2. Applicable sub-permits shall be issued to the primary building permit in accordance with standard procedures.
3. All primary applications shall be signed by a designated, authorized representative who shall also execute the acknowledgment and agreement form (Form # 101-PBO-102) attached hereto. Authorized representatives may include department or division directors, managers, supervisors, or project coordinators.

Owners requesting an Annual Permit shall submit, with the permit application, a written general description of the parameters of service work intended to be performed during the year for each trade, and naming the facility maintenance supervisor. Applications shall also include, for approval, the format of the owner's log of work done, if the county form is not to be used. The County Chief Trade Inspector shall review the description to verify planned, typical work is exempt from separate permits, and shall then file a copy of the description of the intended type work with the permit record to start a log file on each such Annual Permit.

**Supersession History**

1. PPM# PBO-102, issued 03/25/96
2. PPM# PBO-102, issued 11/02
3. PPM# PBO-102, issued 02/16/03
4. PPM# PBO-102, issued 03/10/03
5. PPM# PBO-102, issued 11/03/03
6. PPM# PBO-102, issued 04/30/12

  
Director



# ANNUAL PERMIT AGREEMENT WITH BUILDING OWNERS

DATE: \_\_\_\_\_ TRADE CATEGORY: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SITE OR FACILITY DESCRIPTION: \_\_\_\_\_

SUPERVISOR OF MAINTENANCE: \_\_\_\_\_  
(Print Name)

PHONE (SUPVR.): \_\_\_\_\_ (FACILITY): \_\_\_\_\_

## ACKNOWLEDGEMENT AND AGREEMENT:

The aforementioned Applicant does hereby agree to abide by the terms and conditions contained and described in the Palm Beach County Planning, Zoning, and Building Department, Building Division Policy and Procedure Memorandum PPM # PBO-102 and referenced Building Code and F.S. Sections. Said agreement shall authorize the permit holder to perform the scopes of work as generally described in the policy and/or as further described in the Applicant's written description of work scope submitted with the Annual Permit application, if approved the County's trade Chief Inspector.

The permit holder does further agree to perform all scopes or categories of work in strict accordance with applicable codes and ordinances currently adopted in Palm Beach County. It is agreed and acknowledged that said work shall be performed by qualified personnel, (including sub-contractors), under direct employment of the facility, while under supervision of a duly licensed and/or authorized manager or supervisor.

Auth. Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this date \_\_\_\_\_ by \_\_\_\_\_  
(Name of Person acknowledging)  
who is personally known to me or has produced \_\_\_\_\_ as identification and who did/did  
(Type of Identification)  
not take an oath.

Notary \_\_\_\_\_  
(signature of person taking acknowledgement)

Seal

