



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

Rebecca D. Caldwell, Director

**PPM#: PBO-116
Issued: 04/19/12
Effective: 04/19/12**

- SUBJECT:** **PREPAID REQUIRED PERMITS AND ASSOCIATED INSPECTIONS**
(DOES NOT cover the Random Inspections Program)
- AUTHORITY:** Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration; Palm Beach County Construction Permit Fee Schedule – Ordinance 2009-038, as amended
- PURPOSE:** To detail a procedure for contractors to prepay the fee required for those permits and associated inspections, designated with the “Prepaid” option in Ordinance 2009-38, as amended, under Annual Permits program.
- POLICY:** No individual, separate application processing, or specific plan review shall be done under these procedures. Contractors, licensed to do specific trade work, may prepay for a maximum of 10 PR’s per request at any given time, for future permits and associated inspections at the unit price shown in the fee ordinance. Work under simple Master permits for minor non-structural work may also be prepaid if shown in Ordinance 2009-38, as amended, on work without plan review.
- PROCEDURE:**
1. The contractor shall obtain an Annual Permit as a prerequisite to purchasing Prepaid Permits.
 2. If the subcontractor, who may be required to obtain a No-Fee sub-permit to the primary Pre-Paid permit, is not a subsidiary of the Annual Permit holder’s company, said sub-contractor shall enroll in the Annual Permit program as a prerequisite to obtaining a No-Fee sub-permit.
 3. Permit Request (PR) tracking numbers that are not assigned to a specific work address by the end of the last business day of the purchase year, shall be cancelled and are non-refundable.
 4. The contractor may prepay for specific named permits receiving a separate PR number for each prepayment. The contractor shall have the individual permit prepayments held in store in the ePZB automated permit system for tracking purposes, until the PR is assigned to a specific jobsite.

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5. When desiring an inspection, the contractor shall fax the PR number and No-Fee Sub-Permit application, as may be required, to the Decal/Prepaid permit staff, where it shall be assigned. The PR shall include the actual jobsite address, the jobsite parcel control number, and the owner's name and telephone number.

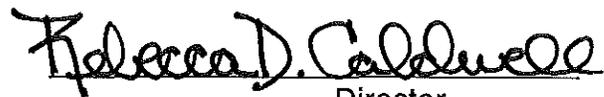
6. The Decal/Prepaid permit staff shall transition the status of the PR to a Permit Number with the inclusion of the above specific jobsite information.

7. If a hard-copy permit card is required, it shall be generated, and the contractor will be notified to pick up.

8. The contractor may then schedule required inspections through the automated system or online. Should corrections be required, the contractor shall be responsible for corrections and any applied re-inspection fees.

Supersession History:

1. PPM# PBO-116, issued 05/12/03
2. PPM# PBO-116, effective 05/12/03
3. PPM# PBO-116, effective 06/03
4. PPM# PBO-116, effective 07/03
5. PPM# PBO-116, effective 08/03
6. PPM# PBO-116, effective 08/03
7. PPM# PBO-116, effective 11/29/04
8. PPM# PBO-116, effective 01/01/05
9. PPM# PBO-116, effective 02/14/05
10. PPM# PBO-116, effective 03/01/05
11. PPM# PBO-116, effective 04/19/12


Director