



December 21, 2020

Re: Enrollment or Renewal – Annual Online Decal Permits with Random Inspections for Code Compliance Assurance (a.k.a. Decal Program)

Dear Contractor:

Your firm is enrolling, or has participated in the alternative permitting process authorized by Section 102.2.5 (4) and 105.1 of the Palm Beach County Amendments of the Florida Building Code. This process (Online Decal Program) is only for the replacement of non-structural components building systems in a residential dwelling unit. It provides an opportunity for quick permitting, when the installation meets the programs requirements.

Requirements in the current Building Code have affected the authoritative basis of this program when dwelling units are located in mapped flood hazard areas. Replacement equipment must be installed at or above the finish floor elevation of the habitable area of the dwelling unit, and you will be required to attest to that installation criteria going forward.

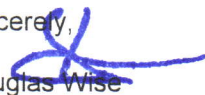
Attached you will find an Registration Application and the Policy and Procedure Memorandum (PPM) PBO#111. Please read the PPM carefully, as it outlines your responsibilities as a contractor on this program. Upon completion, the registration application should be emailed to the decal manager (PZBDecals@pbcgov.org) for processing. Once processed, you will receive an email advising of your application status along with the non-refundable registration fee invoice for \$125.00. Once paid, the renewal process will continue after 01/04/2020 when the annual permit is created and the balance due invoice for \$125.00 is emailed to you. The 2020 decals you were issued cannot be used on 2021 installations. Unused 2020 decals will be given credit although the process will not be one in the manner of previous years. There is no credit for any paid Florida State Surcharge fee.

An Important Note: It is **your** responsibility as the contractor to provide full disclosure to your customers regarding their permitting options with the County and they are to be given the Annual Permit and Random Inspection program flyer. If your customer wants a guaranteed inspection of your installation, a standard permit is required. If they are comfortable with the fact that your installation may not receive an inspection from the County, and the installation meets the program requirements, the decal program can be utilized; however, they must consent to a scheduled inspection if chosen as the random quality control installation.

Your customer is to be provided with the Online Decal permit and, if a mechanical contractor, an AC change out form.

Each permit/program application will be reviewed and approved by the appropriate Chief Inspector. Continued participation in this program is based upon your performance. Please be aware that it is based upon random inspection verification of high quality, code-compliant installations, and govern your work accordingly.

Sincerely,


Douglas Wise
Building Official

**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb



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