



PALM BEACH COUNTY BUILDING DIVISION

**DECAL ONLINE PERMIT REGISTRATION APPLICATION
FOR REPLACEMENT OF
MECHANICAL UNITS AND WATER HEATERS**

Building Division Use Only

D.R # _____

Submittal Date _____

CONTRACTOR INFORMATION

Company Name: _____

Address: _____

Apt/Bay/Suite # _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____

Email: _____

Contractor License No. _____

Qualifier: _____
(PRINT)

Qualifier Signature: _____

TYPE OF WORK ALLOWED

(Please Check Work for Which Application is Being Made)

MECHANICAL

Residential Unit Air Conditioning Change Outs.

PLUMBING

1 & 2 Family Dwelling water heater (WH) replacement within or serving individuals dwelling unit.

ELECTRIC

Minor electric disconnect for water heater and mechanical systems authorized under a decal above.

NOTES:

Equipment must be installed at or above the finish floor elevation of the habitable area of the dwelling unit.

For those installations chosen for random inspections, the contractor is responsible for moving appliance or other obstacles and providing necessary access to allow thorough inspection.

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to or affirmed before me by means of physical presence or online notarization

this _____ day of _____, _____
(month) (year)

by _____, who is
(Name of Person Acknowledging)

personally known to me or has produced _____ as
Identification.

(Signature of Notary Public) Notary State of Florida

Name of Notary (typed, printed or stamped)

DECAL PERMIT PROGRAM APPLICATION INSTRUCTIONS

- 1.) Contractor/Qualifier completes The “Contractor Information” portion of form.
- 2.) Contractor emails the complete, notarized form to PZBDecals@pbcgov.org for processing.
- 3.) The Chief Inspector may require a meeting with Contractor prior to action.
- 4.) Contractors who submit a non-qualifying application will be notified by email. Their application will be returned. The review fee (50% annual fee) for the application is non-refundable.
- 5.) If approved, the program acceptance letter will be emailed to contractor along with an invoice for the balance due (50% annual fee).
- 6.) Permit program acceptance is administered through the Decal Manager. Cost of Annual Permit program participation is \$250.00.

NOTE: State Law requires a certified copy of a recorded Notice of Commencement (NOC) to be filed with the Building Division if work exceeds \$2500, or is equal to or greater than \$7500 for Air Conditioning change outs. For work exceeding these thresholds, contractors are to attach a certified copy of the recorded NOC to the Owner Waiver before sending to the Decal Office. FORMS ARE AVAILABLE IN THE PERMIT CENTER OR VIA WEBSITE: www.pbcgov.com/pzb/building .