



PALM BEACH COUNTY PLANNING, ZONING AND BUILDING DEPARTMENT

BUILDING DIVISION

OWNER/BUILDER

HOW TO REGISTER & APPLY FOR A PERMIT

STEP 1 REGISTER

1. Go to www.pbc.gov/ePZB
2. Click **Building** → Online Submittal.
3. If you **already have** an account: Log in using your existing credentials.
4. If you **don't have** an account: Create one with your name, email, and phone number.
5. **Check** your email and activate your account.



ePZB Login

User Name
Email Address

Password:
Enter your password

Login Cancel

Don't have an account? Register now Forgot Password? Resend Activation

Click here for FAQs Building - Home

>> NOTICE

You are home

Start new permit

Permits not submitted; Permits still in review

Print, Renew or Revise permits here

Green = Print Docs
Yellow = Schedule Inspections
Red = Renewals & Revisions

This is where we communicate with you: Respond to comments or corrections; pay fees when due

Upload NOC's, Void or Cancellation letters

Schedule Inspections

Manage Proxy
Manage Frequent Contacts

Permits & Inspections

Fee Estimator

Supporting Documents

Actions Required / Upload Corrections

My Permits (Revision/Renewal)
My Master Plans
Renewal

New Permit Request
New NON PCN Permit Request
New Sub Permit Request
New Master Plan Review

Draft/Submitted Applications

Permit & Inspection Forms
App Submittal Checklist
Items not requiring a permit
Uploading NOC

ERecording Filer
PZB Home
Building Home

STEP 2 GATHER YOUR DOCUMENTS (PDF)

Have all your **files ready** in PDF format:

- **Permit** application
- **Plans** or drawings
- Owner Builder **Affidavit (Notarized by the Building Division)**
- Any **additional** documents required by your contractor or the county

STEP 3 APPLY ONLINE

- **Log in** and go to:
- Menu → Building → Online Submittal
- Click **“New Permit Request”**
- Enter your **address** or **PCN**
- Under **“Owner Information,”** select Update, fill in your phone and email, then click Save
- Under **“Title Holder,”** select Same as Owner
- Under **“Contractor,”** select Owner/Builder
- **Enter N/A** for Bonding Company, Architect/Engineer, and Mortgage Lender

STEP 4 PROVIDE PROJECT INFORMATION

Complete:

- Trade / **Type of Work** / Category / Description
- “Value of Work” and **“Project Square Feet” (if applicable)**
- **Answer** the questions about “disaster repair” or “flood damage”
- **Special Permitting** - Click “No”
- **Add a short description** (20–75 characters)

STEP 5 UPLOAD DOCUMENTS

1. Under “Create Document Set,” click:

- **Category:** Application Documents or Drawings
- **Type:** Owner Builder Affidavit or survey (Notarized by the Building Division)
- **Then click “Create”**

2. Upload your PDFs using the “Add Pages” button

3. Document Description - write a brief description of the documents being uploaded

Each document must be **uploaded individually.**

STEP 6 ACCEPT AND SUBMIT

- **Read** the terms and conditions
- Check **“Agree”** twice
- **Click Submit** at the bottom of the page

STEP 7 PAY

You'll **receive an email** once your application is **reviewed.**

Then, you can make your **payment online** from your account. You can also **scan the QR** code below to go directly to the payment site.



SCAN ME

NEED HELP?

Call: (561) 233-5119

Email: PZB-BLD-PERMITASSIST@PBC.GOV

