



IMPORTANT NOTICE

Effective Date: October 4, 2021

In a continued effort to prevent the spread of Covid-19, while also maintaining the County's ability to provide services, the PBC Building Division has implemented a fully electronic application submittal process. Due to the increased number of in-person customers submitting building permit documents on paper, essential changes are required to safeguard the health and safety of PBC employees. ALL applicants are **expected** to submit building permit applications using the ePZB Online Portal. However, beginning on October 4, 2021, the Building Division Permit Center will offer a **NEW** Scanning Service (see fee schedule below) for those applicants unable to submit applications online utilizing the Online Portal. This service will include scanning all, paper permit applications, construction documents, resubmittals, revisions, corrections and any other permit related documents. A reasonable service fee will be charged. In addition, customers should anticipate delayed review timeframes will result due to the scanning process.

Please understand, that all permit applicants (Contractors, Installers and Owner Builders) are **expected** to submit their permit requests using the Online Portal. ***Doing so will save valuable time and effort by not having to drive to the PZ&B office, while allowing applicants to submit applications 24/7. This process also allows the permit review by different staff and agencies to occur concurrently. This significantly reduces permit review times and helps to prevent the spread of Covid-19.*** If you are unable to submit your permit applications utilizing the Online Portal, the scanning service will be available as an alternate option.

Applicants choosing to submit more than five paper applications per day, will be required to make an appointment in advance. **All applicants are required to create an Online Portal account to monitor and follow the status of the electronic application once it is created by Division staff. The Online Portal account may also be used to make payments on applications filed electronically.**

Service Fee Schedule below:

Miscellaneous Documents (Change of Contractor, NOC, Etc.) - \$75.00

Residential Permit Submittals - \$150.00 each + \$3.00 per page (large format)

Nonresidential Permit Submittals - \$300.00 each + \$3.00 per page (large format)

****All resubmittals (corrections & revisions) will be charged the applicable residential or nonresidential fee****

*******To Schedule an Intake/Submittal Appointment,
please contact 561-233-5114 *******

*******If you are interested in utilizing or knowing more about the Online Portal, please contact the Permit Center Customer Service staff at PZB-BLD-PermitAssist@pbcgov.org or calling 561-233-5119 for assistance*******

Please Note: The Building Division is dedicated to meeting all of your accessibility needs. Should you have specific questions or concerns about the accessibility of the Online Portal or require assistance in using the Online Portal, the Permit Center Customer Service Specialists are available to assist you. Please contact them directly at 561-233-5119 or email PZB-BLD-PermitAssist@pbcgov.org. We would be happy to assist in making the Online Portal as convenient as possible.

#PermitUs2PermitU #SaveTimeApplyOnline #StayHomeStaySafe