



**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](http://www.pbcgov.com/pzb)



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor

Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

Mary Lou Berger

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

# News Release

For Immediate Release: December 12, 2017  
Contact: (561) 233-5525 or [pzbccert@pbcgov.org](mailto:pzbccert@pbcgov.org)

## **CONTRACTORS ONLINE PORTAL EFFECTIVE JANUARY 1, 2018**

Effective January 1, 2018, the electronic enhanced customer service Online Portal will be the main tool for contractors to submit their County Contractor license renewals and State Contractor registration. The Online Portal has been available since March 1, 2017.

Contractors ***must*** use the Online Portal for:

- County Contractors license Renewals
- State Contractor registration to apply for permits with the Building Division for unincorporated Palm Beach County
- Update insurances, photo and bonds
- Apply for County Apartment Maintenance Repair Technician certification
- View the information on file for your license certification or registration
- Obtain your Personal Identification Number (PIN)
- Receive real time notices of your online submissions, staff review and feedback, approvals and expiration dates on insurances, bonds and county renewals
- Make payments
- Access the Online Portal via your smartphone

**Please note:**

- Insurance carriers will **not** be able to submit your insurance information directly to us
- Insurance companies must send certificates to you to review and to submit via your online account
- Insurance cancellations must be submitted by the carrier directly to us
- Submissions via e-mail, fax or regular mail will not be accepted
- Designating your own authorized agent will not be accepted
- Applications for new construction trade licenses must be submitted via paper

Create your Online Portal account by clicking on the link below:

<https://www.pbcgov.org/ePZB.Admin.WebSPA/>