



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION
 POLICY AND PROCEDURE**

Dominic Sims, Executive Director

PPM # ZO-O-005

Issued: 7/19/99

Effective: 7/19/99

- SUBJECT:** Establish inspection and review procedures for billboards prior to issuance of Certificate of Completion
- PURPOSE:** To establish a consistent procedure for P&B staff to follow when reviewing and inspecting billboards to ensure that compliance with all required conditions.
- POLICY:** To ensure all Billboards are properly routed and reviewed by Building Staff. To establish permit review and inspections procedures that will enable billboard permits to be reviewed and inspected in a consistent and timely manner.
- PROCEDURE:**
1. Building Division accepts complete billboard applications and routes to appropriate sections for review.
 2. The Zoning Division and Building Permit Examiners will verify all ULDC Landscaping, and Special Permit requirements have been met and finalize the building permit review of the application.
 3. Inspection Department assures that the billboard is schedules for final inspection to ensure that all required inspections will be made. (Zoning, Building, and Landscape)
 4. Final inspections and results of Building, Zoning, and Landscape must be turned in prior to release of Certificate of Completion.

 Director

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No Longer Applicable
 PPM ZO-O-005
 Please See PPM MD-PI-001