

# BUILDING PERMIT APPLICATION

SUBMITTAL DATE: \_\_\_\_\_

MASTER PERMIT NUMBER: \_\_\_\_\_



THE VILLAGE OF NORTH PALM BEACH  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408  
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

**Is this application the result of a Code Compliance Violation?**  Yes  No  
**If yes, submit copy of Code Compliance Notice.**

**\*\*THIS FORM IS NOT ACCEPTED FOR SUBPERMIT USE. PLEASE SEE FORM TITLED, "SUBPERMIT APPLICATION" \*\***

APPLICANT INFORMATION	PROPOSED IMPROVEMENT LOCATION	
Owner _____ Lessee _____ Address _____ Suite / Apt Number _____ City _____ State / ZIP _____ Phone Number _____ E-Mail Address _____	<input type="checkbox"/> Same as owner / lessee address Address _____ Suite / Apt Number _____ Legal Description _____ Lot _____ Block _____ Plat _____ Unplatted _____ Parcel Control Number (PCN) _____ _____ (Required – Can be found on parcel's tax bill)	
CONTRACTOR INFORMATION	REQUESTED WORK	IMPROVEMENT
<input type="checkbox"/> Owner / Lessee Builder Qualifier _____ Company _____ Address _____ City _____ State / ZIP _____ Phone Number _____ E-Mail Address _____ License Number _____	<input type="checkbox"/> Building <input type="checkbox"/> Structure <input type="checkbox"/> Sign <input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Pool / Spa	<input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Electrical <input type="checkbox"/> Addition <input type="checkbox"/> Repair / Replace <input type="checkbox"/> Demolish <input type="checkbox"/> Install <input type="checkbox"/> Change of Contractor <input type="checkbox"/> Other _____
DESCRIPTION OF PROPOSED IMPROVEMENT		
Provide a complete description of the work you are proposing: _____ _____ _____ _____		
SQUARE FOOTAGE (area) Existing: _____, Proposed: _____, Total: _____, <b>Job Valuation:\$</b> _____		
OFFICE USE ONLY:		
Parks \$ _____ Fee \$ _____	Bldgs \$ _____ Lien \$ _____	School \$ _____ Radon \$ _____
Roads \$ _____ Impact \$ _____	Total \$ _____ Total \$ _____	



**SUPPLEMENTAL CONSTRUCTION LIEN LAW INFORMATION**

A recorded **Notice of Commencement** is required when the direct contract is greater than \$2,499 (\$7,499 for repair or replacement of existing heating and air conditioning equipment). **No inspections will be scheduled until a recorded Notice of Commencement is on file with the Building Division, Village of North Palm Beach.**

FEE SIMPLE TITLEHOLDER'S

Same as owner on front of form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

MORTGAGE COMPANY

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

BONDING COMPANY

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

ARCHITECT / ENGINEER / DESIGNER

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, ROOFING, AIR CONDITIONERS, GAS, FENCES and DRIVEWAYS.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations.
- Issuance of a permit is not authorization to violate public or private restrictions.
- Issuance of a permit does **not** assure compliance with Home Owner Association rules, regulations and/or deed restrictions. Property Owners are advised to obtain approval from their Home Owner Association before making any improvements to their properties.
- Failure to comply with applicable construction regulations may result in the withholding of future permits.
- Submission of any false information or representation is a violation of law and may result in revocation of the permit.

**OWNER'S AFFIDAVIT**

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:**

**Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.**

Signature \_\_\_\_\_  
Owner or Agent

Print Name \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of identification)

As identification and who [did / did not] take an oath

\_\_\_\_\_  
(Signature of person taking acknowledgement)

SEAL

Signature \_\_\_\_\_  
Certificate of Competency Holder / Owner-Builder

Print Name \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of identification)

As identification and who [did / did not] take an oath

\_\_\_\_\_  
(Signature of person taking acknowledgement)

SEAL

