



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

PERMIT APPLICATION SUBMITTAL REQUIREMENTS

1. Building Permit Applications may be submitted in person during normal business hours, **Monday thru Friday from 7:00am to 3:30pm.** (Permit applications may not be submitted via facsimile, E-Mail or USPS.)
2. Contractor Registration must be completed prior to Building Permit Application submittal, and all license/insurance information must be current for registered contractors applying for a new permit/subpermit.
3. Completed Permit Application with back side of application signed by the Qualifier and home owner respectively. Signatures must be notarized if the Valuation is greater than \$2,499 (and for all Owner/Builder Permit Applications).
4. In lieu of the owner's signature on the Permit Application, a signed contract or a recorded Notice of Commencement may be submitted, in which case the Qualifier will sign both sides of the back of the application.
5. **Owner/Builder Affidavit** must be submitted if a licensed contractor is not being used. Owner/Builders must apply for and receive permits in person and may be required to submit a list of materials and labor costs. Per Florida Statute, licensed contractors are required for work in multi-family housing (condominiums).
6. Two (2) sets of plans showing the entire scope of work to be performed. Permits that require plans which are Signed & Sealed include, but are not limited to: New construction, additions, pools, docks and boatlifts, and any structural repairs. (Whenever possible, it is preferred that digital plans are provided in addition to printed plans.) See reverse side for any applications involving new structures, additions and/or substantial renovations. **Maximum size for plans: 24" x 36"**. Plans are required to have a graphic scale.
7. Property survey or site plan, if applicable. Examples include but are not limited to new construction, additions, pools, docks and boatlifts, driveways, fences, and generators.
8. Two copies of Product Approvals from an approved testing agency, if applicable. **Window & Door Schedule including a floor plan/sketch showing locations for window and door permits.** Design pressures MUST be provided and attachment details MUST be indicated on Product Approvals. **PBC roofing 100 form must be submitted with all roof permits.**
9. **Exact A/C Change Out Form** including AHRI sheets and equipment tie down/stands for exact A/C changeouts. AHRI sheets and signed energy forms for any new, relocated and/or expanded A/C systems.
10. **Easement Release Form** signed by owner, if applicable. The Building Department will then fax to the utility companies on behalf of the owner.
11. **Gas Permit Submittal Check List** for gas permits.
12. Approval from Seacoast Utility Authority. Please verify prior to permit submittal at (561) 627-2900.
13. Complete building demolition permits require an application for existing use credit with Palm Beach County Impact at 561.233.5025 and Department of Environmental Protection (DEP).
14. Plan review fees will be collected upon application submittal, with all other fees being collected upon permit issuance. Accepted forms of payment include check, cash or credit card.

PERMIT ISSUANCE DETAILS

1. Payment of all remaining fees is due upon issuance of the Master Permit.
2. The recorded **Notice of Commencement** (when applicable) is *requested* at the time of permit issuance. If the recorded NOC is not provided to the Village upon issuance of the Master Permit, the permit will be placed "On Hold" immediately until the NOC is provided. **No inspections will be scheduled until we receive the recorded NOC.**
3. Subcontractors shall submit a Subpermit Application signed by the Qualifier and notarized prior to issuance of any Subpermits. The Master Permit may be issued without the Subcontractor List and Subpermit Application(s), but inspections for those trades cannot be scheduled until the respective Subpermits have been issued.
4. HOA approval is requested at the time of submittal for all condominium work (excluding AC and water heater), and **required** by the time of permit issuance.

PERMIT APPLICATIONS INVOLVING NEW STRUCTURES, ADDITIONS AND/OR SUBSTANTIAL RENOVATIONS

Per the Village of North Palm Beach Code of Ordinances Article I, Section 12.5-5, permit applications for new structures, additions and/or substantial renovations involving properties where **ANY** portion of the property is in Floods Zones A, AE, V and VE **must include the following**:

1. Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
2. Location of the proposed activity and proposed structures, and locations of existing buildings and structures; in coastal high hazard areas, new buildings shall be located landward of the reach of mean high tide.
3. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
4. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
5. Delineation of the Coastal Construction Control Line or notation that the site is seaward of the coastal construction control line, if applicable.
6. Extent of any proposed alteration of sand dunes or mangrove stands, provided such alteration is approved by the Florida Department of Environmental Protection.
7. Existing and proposed alignment of any proposed alteration of a watercourse.