

Part III.A.9.a

Site Plan Review Procedures

Site Plan Reviews are required for all construction projects within the Town of Palm Beach.

Application packages for Construction Permits are required to review and fill in all applicable information. Within Schedule 7 of the permit the Stormwater Management criteria is stated. Applicants must file a Notice of Intent (NOI) and obtain coverage under the Construction Generic Permit (CGP) if you discharge stormwater associated with large or small construction activities to surface water of the State, including through a Municipal Separate Storm Sewer System (MS4), http://www.dep.state.fl.us/water/stormwater/npdes/doc/all_ms4_by_county.pdf. Applicants need to indicate when obtaining an *Environmental Resource Permit* (ERP) and/or coverage under the *NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities* (CGP) is required. Attached please find a copy of the Construction Permit Application for the Town of Palm Beach.

Site Plan Reviews are typically conducted at the initial submittal of a Construction Permit Application. Personnel in the Public Works / Engineering Division conduct the reviews. Current local criteria are used as the guideline for review of all projects. Projects that contain Site Work activities are reviewed for temporary and permanent stormwater treatment practices that are being proposed by the site plan.

Construction projects, which contain site work activities which may disturb an acre or more of property are advised that coverage under the Construction Generic Permit may be required. Applicants are further advised that they may be required to obtain a SFWMD or FDEP Permit and/or coverage under the CGP, if applicable.

Prior to the issuance of a Building Permit all projects which include site work disturbing activities are reviewed for the following:

- Sec. 86-91, provide an erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.
- Sec. 86-95, Threshold requirement which prompt the installation of a stormwater management system.
- When required by Sec. 86-95, Sec. 30-114, Drainage plans and calculations shall be submitted by applicants in conjunction with all commercial and residential development and redevelopment.
- Sites with the potential to disturb an acre of property or greater are noticed via a condition of the permit that coverage under the Construction Generic Permit may be required. Applicants are further advised that they may be required to obtain a SFWMD or FDEP Permit and/or coverage under the CGP, if applicable.

Please note: Separate permits for sub-contractor are no longer required!



**Town of Palm Beach
Building Division**

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FOR OFFICE USE ONLY

CONSTRUCTION PERMIT APPLICATION

SITE ADDRESS _____ SUITE _____	
DESCRIPTION OF STRUCTURE _____ (Example: main house, garage, guesthouse, commercial tenant space)	
PROPERTY OWNER NAME _____	
TENANT NAME _____	
DESCRIPTION OF WORK _____ _____ _____	
JOB VALUATION* _____ *Value for the ENTIRE project including all subs!	
CONTRACTOR CORPORATE NAME _____	
CONTRACTOR DBA NAME _____	
CONTRACTOR PHONE # _____	
QUALIFIER NAME _____	
QUALIFIER'S CERT. OF COMPETENCY# _____	
CONTRACTOR EMAIL _____	
MASTER PERMIT NUMBER B - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
(if applicable)	
I hereby certify as the qualifier of _____ (Primary Contractor)	
that the subcontractor above _____ (Primary Contractor)	
is working under my supervision _____ Signature)	
_____ I have submitted a recorded NOC to the Town of Palm Beach for this project	
_____ Aggregate Job value does not require a recorded Notice of Commencement	

B	

OFFICE ISSUED

CONSTRUCTION PERMIT TYPES

Please choose one permit type only. If indicated, please provide additional information in the applicable schedule (on page 3).

BUILDING

- b-b01 B-RESIDENTIAL NEW CONST/ADD (1&2-FAM) (1)
- b-b02 B-RESIDENTIAL ALTERATION
- b-b04 B-RESIDENTIAL OTHER (NO PLANS)
- b-b05 B-COMMERCIAL NEW CONSTRUCTION/ADD (1,3)
- b-b06 B-COMMERCIAL ALTERATION (3)
- b-b08 B-COMMERCIAL OTHER NO PLANS (3)
- b-b09 B-ROOF NEW/REROOF/REPAIR (2, 5, 6)
- b-b11 B-WINDOWS/DOORS/SHUTTERS/GARAGE DOORS
- b-b16 B-ANTENNA
- b-b13 B-FOUNDATION
- b-b14 B-AWNING NEW/ALTERATION/RECOVER (3 - tenant name only)

BUILDING (DEMO)

- b-d01 D-INTERIOR DEMOLITION
- b-d02 D-DEMOLITION

BUILDING (SITE)

- b-s01 S-POOL/WATER FEATURE
- b-s02 S-FENCE/WALL/GATE
- b-s03 S-MARINE STRUCTURE
- b-s05 S-GENERATOR
- b-s06 S-MEDIA BLASTING(NO INSP)
- b-s07 S-TEMP STRUCT-TENT/POD/CNSTR TRL/OTHER (4)
- b-s08 S-HARDSCAPE/DRIVEWAY/LANDSCAPE
- b-s11 S-SITE WORK/DRAINAGE
- b-s13 S-SIGN (3-Tenant Name, # of Stories Only)

ELECTRIC

- b-e01 E-ELECTRICAL
- b-e08 E-FIRE ALARM (3,6)

MECHANICAL

- b-m01 M-MECHANICAL (5,6)

PLUMBING

- b-p01 P-PLUMBING (5,6)
- B-P08 P-WATER HEATER REPLACEMENT ONLY (5,6)
- b-p04 P-FIRE SPRINKLER (6)
- b-p05 P-SITE WORK (IRRIGATION / BACKFLOW)

GAS

- b-g01 G-GAS

FIRE RESCUE

- f-f01 F-FIRE RESCUE STANDARD (5,6)

OTHER

- b-f01 F-FLOOD PLAIN DEVELOPMENT (7)
(APPLICABLE TO A AND V FLOOD ZONES ONLY)
- l-d01 L-DUNE PERMIT
- b-r03 R-FEE CHARGE

CHANGES/UPDATES

- b-r02 R-CHANGE OF CONTRACTOR/QUALIFIER
- b-r04 R-PERMIT UPDTE/CHG PLANS & VALUE/CORRECTION
- b-r05 R-PERMIT UPDTE/CORRECTION/CHG IN VALUE ONLY
- b-r08 R-PERMIT REACTIVATION - "B-" PERMIT

SCHEDULES

SCHEDULE 1 SQ FT TOTAL EXISTING _____ SQ FT TOTAL PROPOSED _____ NEW SQ FT UA _____	SCHEDULE 3 TENANT NAME _____ TYPE OF ROOF _____ # OF STORIES _____ SPRINKLED? _____ OCCUPANCY TYPE _____	SCHEDULE 4 DATE START: _____ DATE END: _____ DATE OF EVENT: _____ # OF TENTS: _____ DATE DOWN: _____ # OF GUESTS: _____ VALET PARKING: Y/N SIZE OF TENTS: _____ ELECTRIFIED: Y/N DECORATED: Y/N COOKING/HEATING: Y/N
SCHEDULE 2 EXISTING ROOF MATERIAL _____ PROPOSED ROOF MATERIAL _____	SCHEDULE 6 - FIRE RESCUE PERMITS (Separate application required for each category checked) FIRE SPRINKLER: FINAL ONLY _____ FIRE ALARM _____ FIRE SPRINKLER: ROUGH & FINAL _____ FIRE HYDRANT FLOW TEST _____ FIRE SUPPRESSION SYSTEM _____	
SCHEDULE 5 ANY HOT WORK, EG HOT TAR, BRAZING, SOLDERING, OPEN FLAME/HOT TAR? YES _____ NO _____		
SCHEDULE 7 - FLOODPLAIN DEVELOPMENT SUPPLEMENTAL INFORMATION (IF APPLICABLE) APPLICABLE TO "AE" AND "VE" FLOOD ZONES ONLY		
I. DESCRIPTION OF WORK (Check all applicable boxes):		
ACTIVITY <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition <input type="checkbox"/> Replacement <input type="checkbox"/> Other	<input type="checkbox"/> Residential (1-4 Family) <input type="checkbox"/> Residential (More than 4 Family)	STRUCTURE TYPE <input type="checkbox"/> Non-residential (Floodproofing? (Yes) <input type="checkbox"/> Combined Use (Residential & Commercial)
Estimated Total Cost of Project (Including all Subcontractor Work) \$ _____ Market Value of Structure \$ _____ Source of Valuation: _____ PROPERTY APPR _____ INDEP APPR _____ OTHER _____		
CURRENT FLOOD ZONE DESIGNATION _____ Any permit located within the AE or VE Flood Zone will be required to pull a separate Flood Plain Development permit. The application will be required to be submitted with an elevation certificate or survey with elevations shown for initial plan review. You will also be required to submit three (3) sets of FINAL elevation certificate's and survey's showing the finish floor elevation upon CO/CC of project.		
STORMWATER MANAGEMENT		
An Erosion Control Plan, overlaid on the project grading plan(s) or site plan if there is not a grading plan needs to be submitted for all site disturbing activities. The Erosion Control Plan needs to show what BMPs will be used and where, as well as the total disturbance area.		
Applicant must file a Notice of Intent (NOI) and obtain coverage under the Construction Generic Permit (CGP) if you discharge stormwater associated with large of small construction activities to surface water of the State, including through a Municipal Separate Storm Sewer System (MS4). http://www.dep.state.fl.us/water/stormwater/npdes/doc/all_ms4_by_county.pdf		
Indicate whether project is Large or Small Construction <input type="checkbox"/> Large Construction (Project will disturb 5 or more acres of land) <input type="checkbox"/> Small Construction (Project will disturb between 1 and 4.99 acres of land)		
Projects larger than 10 acres or 2 acres impervious shall require an Environment Resource Permit (ERP) from the South Florida Water Management District. <input type="checkbox"/> EPR Required		
SCHEDULE 8 - FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT IS \$2500 OR MORE (EXCEPT HVAC REPAIR/REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS BELOW:		
Fee Simple Titleholder's Name(if other than owner): _____ Fee Simple Titleholder's Address: _____ City: _____ State: _____ Zip: _____	Bonding Company: _____ Bonding Company Address: _____ City: _____ State: _____ Zip: _____	
<input type="checkbox"/> Same as Owner	<input type="checkbox"/> Not applicable	
Architect/Engineer's Name: _____ Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____	Mortgage Lender's Name: _____ Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____	
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not applicable	
SCHEDULE 9 -EASEMENT AGREEMENT		
An Underground Utility Easement Agreement MAY be required to be executed and a certified copy of the recorded document be provided to the Town PRIOR to permit issuance.		

NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE

The town wants you to be as informed as possible about local regulations that could affect your ability to continue working at individual job sites. All contractors should understand and comply with the "3-Strike Construction Pacing Rule." If and when a contractor should receive 3 parking tickets/strikes at a job site for parking non-authorized construction vehicles on the street, the PZ&B Director is obligated by local code to issue a Stop Work Order. The rules are as follows:

1. Vehicles belonging to or being used by personnel working on or visiting a construction site are to be parked off the roadway and on the private site if at all possible.
2. If the contractor shows that all vehicles cannot be parked on the site, he can apply for construction parking permits authorizing up to three construction related vehicles to park on the street where legally permissible if approved by the Town. You can make such application at the PZ&B Department (Town Hall). The property owner must acknowledge understanding the 3-strike for construction parking rules and the consequences for noncompliance.
3. Unauthorized/excessive vehicles parked on Town streets at construction sites can be ticketed by either Public Works or the Police Department.
4. If and when a contractor receives three tickets/strikes at any individual site, the PZ&B Director is to issue a STOP WORK order.
5. An appeal process (at staff level) is built into the rules. Appeals, if filed, must be made in writing within seven (7) days of ticket issuance.
6. Once a Stop Work Order has been issued, work is not to recommence unless the contractor requests that the Town Council reinstate the building permit.
7. The Town Council has broad discretion in determining what, if any, conditions (including additional fines) are to be placed on reinstatement. Please note that the Town Council meets once monthly. Long work stoppages could potentially occur.

You are encouraged to police your construction site(s) very carefully to see that three strikes never occur. If that should happen, you should expect that a STOP WORK order will be issued. That action, regrettable as it may be, is now an automatic procedure. Please govern your crews and manage your parking plan accordingly. Thank you.

OWNER CERTIFICATION: I have received and UNDERSTAND the Town's 3-strike rule pertaining to construction parking.

Owner signature

CONTRACTOR CERTIFICATION: I have been provided the "NOTICE" pertaining to construction parking.

Contractor's Signature

SUBCONTRACTOR INFORMATION

Please complete this preliminary subcontractor list. Should a change of contractor occur, please submit a change request to the Town on your letterhead.

USING UNLICENSED CONTRACTORS OR SUBCONTRACTORS MAY PREVENT YOU FROM BEING ELIGIBLE FOR INSPECTIONS AND/OR C.O.

PLEASE INCLUDE CURRENT COPIES OF CERTIFICATE OF COMPETANCY OR STATE LICENSES. WORKERS' COMPENSATION INSURANCE LISTING THE TOWN OF PALM BEACH AS CERTIFICATE HOLDER OR STATE OF FLORIDA EXEMPTION CERTIFICATES.

Attach additional sheet if necessary

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

CHECKLIST



Town of Palm Beach

Building Division

360 South County Road

Palm Beach, FL 33480

(phone) 561.838.5431 (fax) 561.835.4621

pzb@townofpalmbeach.com

- **Permit applications accepted Monday through Friday from 8:30 a.m. to 4:00 p.m.**
- **All contractors must be registered with the Town. Documents/fees required: \$25.00 fee; copy of State or County contractor's license; completed Contractor Registration Application.**
- **In order to have your permit application package accepted for review by the Town, you must complete the permit application as referenced AND attach the following:**

Certificate of Insurance listing the Town of Palm Beach, 360 S County Road, Palm Beach, FL 33480 as certificate holder; showing evidence of active Workers' Compensation policy; or, an active Workers' Compensation Exemption Certificate. **One of these must be submitted with EVERY permit application.**

Notarized property owner's signature is required on each permit application submitted.

If the property owner is not listed as the owner in the records of Palm Beach County Property Appraiser, a copy of the recorded deed must be provided.

Qualifier's notarized signature is required on Page 4. If the permit is signed by someone other than the qualifier, include a letter on company letterhead with the qualifier's signature notarized, must be job specific, allowing that individual to sign. Must be dated within 60 days of the application.

Permit fees (3%), plus applicable state surcharges (2.5%) or other fees, are due upon submission of your permit applications. Payments may be made by check, cash or credit card. If funds are available "on-account", they may be used to pay for permit fees. Funds may be deposited to "on-account" at any time using the same payment methods.

Check with the Condominium or Co-op Association for approval requirements. If you are working in a Co-op you will be required to submit two signature pages. One with the unit owners notarized signature and the other from an authorized individual for the Co-op.

Staff Approval may be required for such work as awning replacements/recovers/changes in color or style, signage, etc. You would submit a staff approval application with a set of plans for that approval.

FEMA REQUIREMENTS - If your property is within the AE or VE Flood Zone you will be required to submit an elevation certificate OR survey with elevations shown for initial plan review. Please reference Schedule 7 on page 3 of the permit application.