

Part III.A.9.a Legal Authority for Site Plan Reviews

ARTICLE VI. SOIL, EROSION, SEDIMENT CONTROL, AND FUGITIVE DUST

Town of Palm Beach BUILDING DIVISION CONSTRUCTION PERMIT
application- Refer to page 3 STORMWATER MANAGEMENT section

ARTICLE VI. - SOIL EROSION, SEDIMENT CONTROL AND FUGITIVE DUST

Footnotes:

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Cross reference— Floods, ch. 50; stormwater management, § 86-86 et seq.; erosion protection of Ocean Boulevard, § 106-81 et seq.; stormwater control, § 122-151 et seq.

Sec. 66-441. - Findings.

- (a) Land disturbing activities can cause excessive runoff and accelerate the process of soil erosion, resulting in the damage and loss of natural resources, including the degradation of water quality.
- (b) In addition, emissions of particulate matter during construction and demolition, including but not limited to incidents caused by vehicular movement, transportation of materials, construction, alteration, demolition or wrecking of buildings or structures, or the stockpiling of particulate substances may trespass on neighboring properties and degrade air quality.
- (c) The town finds that:
 - (1) Excessive quantities of soil may erode from areas undergoing development due to land disturbing activity.
 - (2) Soil erosion can result in the degradation of valuable shoreline resources, such as dunes and lagoonal shoreline communities.
 - (3) Sediment from soil erosion can clog storm sewers and swales, and silt navigational channels.
 - (4) Sediment and sediment-related pollutants degrade wetland systems, including Lake Worth, resulting in the destruction of aquatic life and degradation of water quality.
 - (5) Airborne sediments can constitute a nuisance for adjacent property owners, and degrade the quality of the air.

(Code 1982, § 11.5-71)

Sec. 66-442. - Purpose.

The purpose of this article is to safeguard persons, protect property, prevent damage to the environment, and promote the public welfare by guiding, regulating and controlling the design, construction, use and maintenance of any development or other activity which disturbs or otherwise results in the movement on earth of land situated in the town.

(Code 1982, § 11.5-72)

Sec. 66-443. - Erosion control plan.

No person may engage in land disturbing activity until a plan has been submitted for erosion and sediment control and the plan has been approved by the town. The erosion control standards given in this article should be incorporated, as appropriate, into the erosion and sediment control plan.

(Code 1982, § 11.5-73)

Sec. 66-444. - Standards.

- (a) No land disturbing activity during periods of construction or improvement to land shall be permitted in proximity to wetlands or the shoreline of Lake Worth unless a 25-foot buffer zone is provided along the margin of the watercourse.
- (b) The angle for graded slopes and fills shall not be greater than the angle that can be retained by vegetative cover, or other adequate erosion-control, devices or structures (generally 4:1 or less). Slopes left exposed will, within ten working days of completion of any phase of grading, be planted or otherwise provided with ground cover, devices or structures sufficient to restrain erosion.
- (c) Groundcover sufficient to restrain erosion must be planted or otherwise provided on portions of cleared land upon which further construction activity is not being undertaken within 15 days of clearing.
- (d) Vegetative cover or other erosion control devices or structures used to meet these requirements shall be properly maintained during and after construction.
- (e) Use temporary seeding or sodding, adequate covering, or chemical application, on exposed soils, including stockpiles of topsoil, sand or other construction fill, where delays in construction of more than one day are anticipated.

(Code 1982, § 11.5-74; Ord. No. 21-02, § 8, 11-12-02)

Sec. 66-445. - Exemptions.

Minor land disturbing activities, such as home gardens and individual home landscaping, repairs, maintenance work, and other related activities, provided such activities do not contribute to any on-site generated erosion, or degradation of lands or water beyond the boundaries of the property of the residence involved.

(Code 1982, § 11.5-75)

Sec. 66-446. - Violations.

In addition to other remedies for violation of this chapter, violation of this article shall constitute grounds for the issuance of a stop work order by the building official in accordance with the provisions of the building code.

(Code 1982, § 11.5-76)

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

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.