

If any of the components are covered or otherwise inaccessible to County inspectors, the architect or engineer will need to conduct inspections, through whatever means are necessary, including “forensic investigation“ that may require uncovering work in order to certify all components and services to be in compliance with all County and State codes. This certification may be required prior to issuance of the permit.

Building Division staff will make, at a minimum, the required final inspections, even with the appropriate certifications from the design professional. Other inspections may be required depending on the specifics of your case. Discuss this matter with the plans examiner or inspector assigned to your permit. If the County inspector finds any code violations, the inspection will fail until the necessary corrections are made, or until the architect or engineer has otherwise addressed the violation.

Although a homeowner can act as his or her own contractor, you are strongly recommended to engage the services of a licensed contractor to assist you in this process, and make any necessary corrections. Experience has shown that considerable time is saved using professionals. (This is important, considering the fines which may be imposed.)

Since bringing the violation into compliance can be costly, you may wish to consider abating your violation through removal or demolition. Building Division staff can assist you before you make application for permit or before you consult a professional.

You may schedule violation pre-inspections at 561-233-5101. There is a per trade inspection fee that must be paid in advance for this service, and although the inspector cannot do design work or develop a punch list, he can advise of obvious code and possible setback conflicts, subcontractor permit requirements, etc., to allow you to make an informed decision on appropriate action.

The Permit Center hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., except holidays. The last sign in for Permit Application is 4:30 p.m.

The South County Office is open for pick up and drop off services only. The hours of operation are Monday and Thursday only from 8:00 a.m. - 12:00p.m.
and
1:00p.m. -5:00 p.m.



**Palm Beach County
Board of County Commissioners**

Main County Office
2300 N. Jog Road
West Palm Beach, Florida 33411
561-233-5101

South County Office
345 S. Congress Avenue, Suite 102
Delray Beach, Florida 33445
561-276-1284

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CODE VIOLATIONS PERMIT PROCESS

**A Guide to Correcting
Construction and Renovations
Commenced without
Permitting**



**Planning, Zoning &
Building Department**

**Building Division
561-233-5100**

The following information will help clarify the permit and inspection process required to rectify improvements made to your property without the required permits.

In order to protect the health, safety, and welfare of the property owner, any future occupants or property owners, as well as the general public, Florida Statutes and local ordinances require that permits be obtained prior to erecting, altering, constructing or installing buildings, structures or service systems. The law also requires that construction is inspected at specified points by qualified personnel to assure compliance with the required Building and Zoning regulations.

CODE ENFORCEMENT

If you are attempting to obtain a permit on an improvement in response to a notice of violation, the Building Division recognizes that you are under a deadline to bring the property into compliance. ***Compliance means obtaining the appropriate permit, and passing all required building inspections.*** The staff will work to process your permit application in a timely fashion. However, please recognize that it is your responsibility to obtain the appropriate permits, required inspections, and Certificate of Completion or Occupancy within the time allocated by the Code Enforcement staff or Special Magistrate.

Code Enforcement staff are aware of the time required to obtain a permit for a particular improvement. They will give you adequate time to comply, but it is important that you begin to take immediate steps to correct your violation(s). Often, the permitting process involves complex issues so it is important that you address your violations as quickly as possible. Typical permitting turnaround times relate to improvements that have not been constructed and have applications composed

of complete and correct plans, and permit documents.

If you encounter unforeseen difficulties, it is important that you communicate this to the Code Enforcement officer responsible for your case.

Remember that your improvement is not typical, and all the necessary plans are not prepared. Structures built in violation, without permits and inspections, create the need for additional documentation and review. Forensic investigation of a completed structure may be necessary for the design professional to confirm construction methods and materials. By their very nature, they will take longer to process than other applications. In addition, permit fees for violations are computed at four times that of standard permit fees.

The violation may have been there when you purchased the property, was constructed by an individual who misled you, or was constructed by an individual who was unaware of code requirements. The fact that you may not have created the violation, does not relieve Code Enforcement staff from their responsibility to seek compliance from you, as the property owner. If you believe you have been defrauded, Code Enforcement staff will assist you in contacting our Contractor Certification Division for possible action. When assessing permit fees, consideration is given to whomever actually created the violation.

PLANS & PERMITS

At the time of permit submittal, you are required to submit plans and other documentation to the Building Division. Checklists are available at the permit counter to inform you of the minimum documentation and plan requirements for typical new construction. Violations are Type 7, but the

checklist relevant to each individual permit application varies with the scope of work.

At a minimum, you will have to submit these documents and construction plans to obtain permits. State Statutes require many improvements to be designed by a professional architect or engineer, licensed in the State of Florida. Because the improvement was constructed or installed without being inspected during construction, you have an added burden.

Any component(s) of the work that is covered, enclosed or otherwise inaccessible (and that typically require an inspection) will necessitate the services of a design professional. The design professional must certify those components for compliance with all State and County codes, as well as compliance with the “as-built” drawings prepared by the professional.

“As-built” drawings must provide the typical details and minimum information required by Palm Beach County and the Florida Building Code. They must also identify code deficiencies on the plan and proposed corrections.

If the property is under violation by the Code Enforcement Division, a copy of the notice of violation must accompany the application.

INSPECTIONS/ CERTIFICATIONS

To abate your violation, you must schedule and pass the appropriate building, plumbing, electrical, and mechanical inspections relative to the work that was performed.