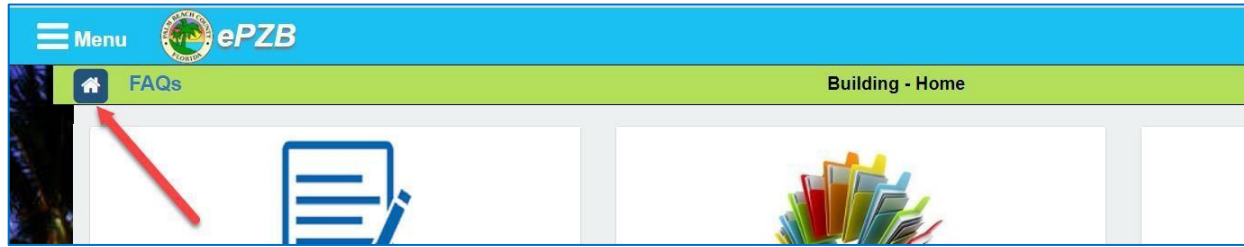# FAQs

Please locate and click the Home button shown below before going through any of the FAQs.



## Contents
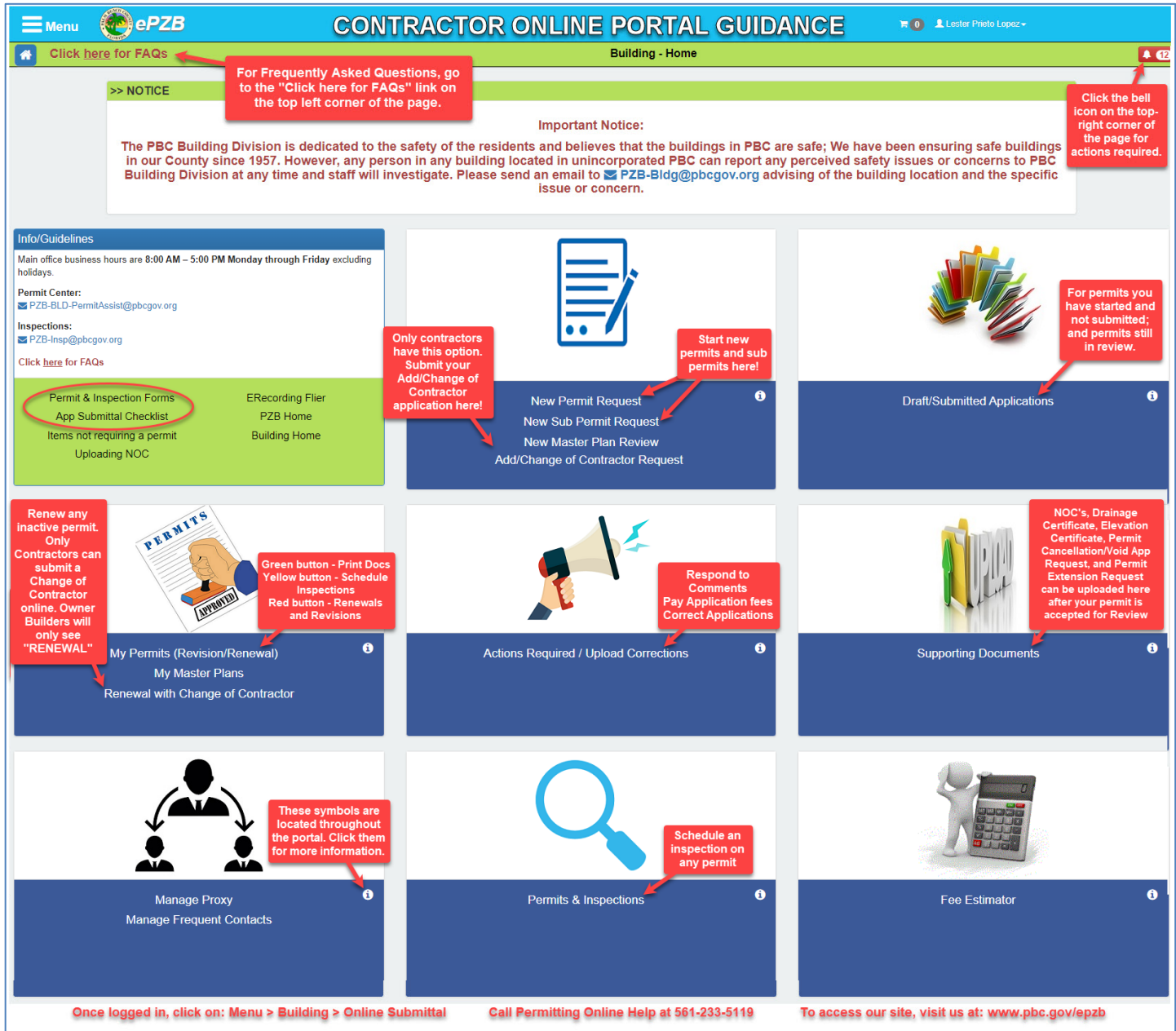
## Is there a Contractor Online Portal Guidance?

Yes. The screenshot below provides a detailed visual guide to our Online Portal page, clearly illustrating the location of each functionality. This will assist Contractors in understanding the layout and available features for applicants, ensuring a smoother navigation and user experience.

## Is there an Owner/Builder Online Portal Guidance?

Yes. The screenshot below provides a detailed visual guide to our Online Portal page, clearly illustrating the location of each functionality. This will assist Owner/Builders in understanding the layout and available features for applicants, ensuring a smoother navigation and user experience.

## How do I apply for a permit?

To apply for a regular permit that requires Review by the Building Division click on the **New Permit Request** link in the first tile on the Welcome page as shown below.

Various search options can be used to find the property on which the permit is needed as shown below. Select Owner/Company Name, Address or PCN, enter the appropriate search criteria and click **Search**.

Click the checkbox for the desired property in the search results and click **Select**
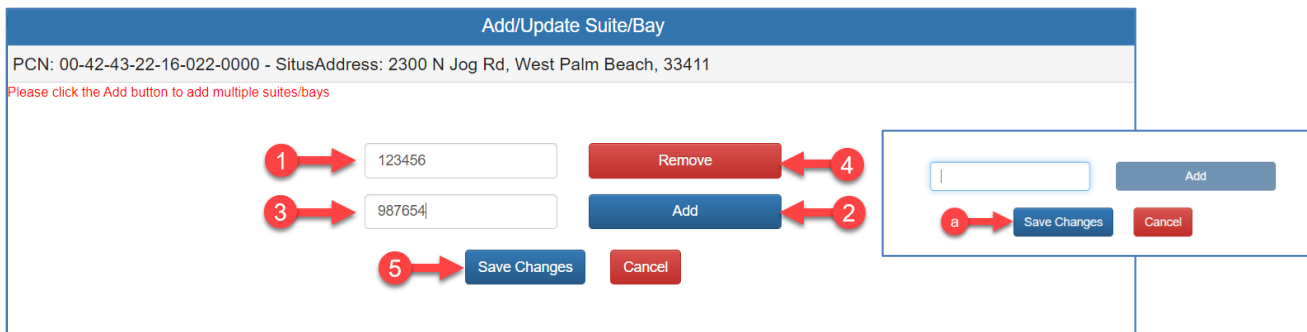


Click the edit Suite/Bay and/or Building/Lot Number icons 🖉 to add this information if needed.



Suite/Bay:

1. Enter the Suite/Bay number.

2. Click the "Add" button to add multiple entries if needed. The maximum allowed number of Suite/Bay entries per address is 20.

3. Enter more Suite/Bay numbers if needed.

4. Click the "Remove" button to delete an entry or more than one entry if needed.

   a. To remove the last entry and leave the Suite/Bay information blank, delete the last field information and once empty, click the "Save Changes" button.

5. Click the "Save Changes" button to save any changes for added or removed fields.

Building/Lot Number:

1. Enter the Building/Lot number.

2. Click the "Save Changes" button.



3. If you would like to delete the Building/Lot Number entered, simply clear the entered information and leaving the field blank, click the "Save Changes" button.



Click the edit owner icon  as shown below



Note: To add multiple addresses or edit addresses on returned applications, refer to the How do I add multiple addresses on new submittals and edit addresses on returned submittals section for more information.

Next provide the email address of the owner in the Email field. If the owner does not wish to provide an email address select the highlighted checkbox next to the disclaimer. Click the **Save** button when you are done.



Provide Title holder information if applicable or select **Same as Owner** as highlighted below.

If there is a lessee on the property select the Yes radio button and enter the lessee details. Click **Continue** to move to the next tab.

On the Contractor tab, select the contractor license to be used on this application.

Next provide information about Bonding company or select "N/A" if not applicable.

Provide information about the Architect and Mortgage Lender or select "N/A" if not applicable. Click **Continue**.

Architect/Engineer

☐ N/A

—— OR ——

Name: *
License No:

Address:

Country:
UNITED STATES ▾

Number:          Fraction:     Pre:              Street Name: *              Type
                               Select ▾                                     Se

Apt/Bldg/Unit:   Unit No:      Building:         City: *                     State
Select ▾                                                                     Se

Mortgage Lender

☐ N/A

—— OR ——

On the Contact tab, select the contact person for this application from the highlighted dropdown as shown below. If "Other" is selected, fill in the contact details. Click **Continue**.

PR Application # 39907

Property/Owner  >  Contractor  >  **Contact**  >  Scope of Work  >  Upload Documents  >  Acknowledge  >  Submit

Contact

Contact: *    Select ▾          If you want to add a proxy for this application, please click here
              Please select contact for current permit

[Save & Complete Later]  [Cancel]                          [◄ Back]  [Continue ►]

On the Scope of Work tab, fill in the permit details and click **Continue**.



Upload all documents relevant for the permit application on the Upload Documents tab. Watch the Help Video ▶ and read the Document Submittal Guidelines for additional assistance.

The Acknowledge tab contains important information that must be acknowledged by clicking the I Agree checkboxes. Click **Continue** to View a Summary of your application.

PR Application # 39907

| Property/Owner | Contractor | Contact | Scope of Work | Upload Documents | **Acknowledge** | Submit |

**Please read carefully and select "I Agree" to proceed.**

By checking the box below I certify I am duly authorized by the property owner to act as the owner's agent in all respects with regard to this electronic permit application and any work subsequently

☐ I Agree

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 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, CONDITIONERS, etc.

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.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

☐ I Agree

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPRO AUTHORIZED BY THE INDIVIDUAL PERMIT) IS $2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < $7500). PLEASE ADDRESS ALL ITEMS.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN $2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN $7500), FLORIDA STATUTES REC WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR

A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTI NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CE COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPE

Save & Complete Later    Cancel                                         ◀ Back    Continue ▶

Verify the information on the Application Summary and click Submit to submit the application. Once the fees due are paid, the application will go for sufficiency review.

You may also use the **Submit and Copy to New** button if you have several similar applications. **Submit and Copy to New** will submit the current application and allow you to copy information to the new application.

PR Application # 39907

Property/Owner  >  Contractor  >  Contact  >  Scope of Work  >  Upload Documents  >  Acknowledge  >  **Submit**

**˅ Property/Owner**

**Property Information**

| PCN | Situs Address | Control | Project |
|---|---|---|---|
| 00-42-43-22-16-022-0000 | 2300 N Jog Rd, West Palm Beach, 33411 | 1984-00130 | Vista Center of Palm Beach Parcel 22 |

**Owner Information**

| PCN | Name | Situs Address | Mailing Address | Email |
|---|---|---|---|---|
| 00-42-43-22-16-022-0000 | Palm Beach County | 2300 N Jog Rd, West Palm Beach, 33411 | 2633 Vista Pkwy, West Palm Beach, FL 33411-5613 | noemail@noemail. |

**˅ Contractor**

| | |
|---|---|
| Contractor Name: Williams, Ryan S | Company Name: Semper Aedifico LLC |
| Certification No: CBC-1253655 | DBA Name: |
| Status: Active | Company Type: |
| Classification: Building | Company Address: 1510 W Sandpiper Cir, Pembroke Plnes, FL 33024 |
| License Expiration: 08/31/2020 | |
| Insurance Expiration: 01/11/2023 | Work Phone: 954-804-1776 |
| Bond Expiration: | Fax: |
| Worker's Comp Expiration: | Email: ryan@semper-construction.com |
| | Worker's Exemp Expiration: 01/11/2023 |

Bonding Company: NA

Architect/Engineer: NA

Mortgage Lender: NA

**˅ Contact**

| | |
|---|---|
| Contact Name: Contractor - Williams, Ryan S | Company Name: Semper Aedifico LLC |
| Address: 1510 W Sandpiper Cir, Pembroke Plnes, FL 33024 | Email: ryan@semper-construction.com |
| Work Phone: 954-804-1776 | |

**˅ Scope of Work**

| | |
|---|---|
| Trade: Structural | Type of Work: New |
| Category: Residential | Permit Description: Communication Antenna |
| Value of Work: $3,000.00 | Net Square Feet: |
| Building Gross Square Feet: | Number of Units: |
| Further Description of Work: Further Description of Work: * | |

**˅ Documents**

| Document Set | File | Detail | Size (M |
|---|---|---|---|
| 1 - PAPA Page | 023 A0.0.2.pdf | 023 A0.0.2.pdf | 0.51 |

**˅ Fees**

| Fee Description | Fee | Paid |
|---|---|---|
| Non-Refundable Permit Application Fee | $50.00 | $0.00 |

* Your application will be checked for sufficiency and review fees will be due prior to further processing.

Print Application

Save & Complete Later    Cancel                                    ◄Back    Submit    Submit & Copy To New

## What type of permits can I apply for online?

Click on the information icon 🛈 shown below to view the list of permit types available online.

≡ Menu  ePZB

🏠 **Click here for FAQs**                                                      **Building - Home**

>> NOTICE

**Important Notice:**
The PBC Building Division is dedicated to the safety of the residents and believes that the buildings in PBC are
in our County since 1957. However, any person in any building located in unincorporated PBC can report any
Building Division at any time and staff will investigate. Please send an email to ✉ PZB-Bldg@pbc.gov advisi
issue or concern.

**Info/Guidelines**

Main office business hours are 8:00 AM – 5:00 PM Monday through Friday excluding holidays.

**Permit Center:**
✉ PZB-BLD-PermitAssist@pbc.gov

**Inspections:**
✉ PZB-Insp@pbc.gov

**Click here for FAQs**

| | |
|---|---|
| Permit & Inspection Forms | ERecording Flier |
| App Submittal Checklist | PZB Home |
| Items not requiring a permit | Building Home |
| Uploading NOC | |

**New Permit Request**
**New NON PCN Permit Request**
**New Sub Permit Request**
**New Master Plan Review**
**Add/Change of Contractor Request**  🛈

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🏠 **FAQs**                                                      **Building - Home**

**New Permit Request**
**New Sub Permit Request**

Actions Required / Upload Corrections

**New Applications**                                              ✕
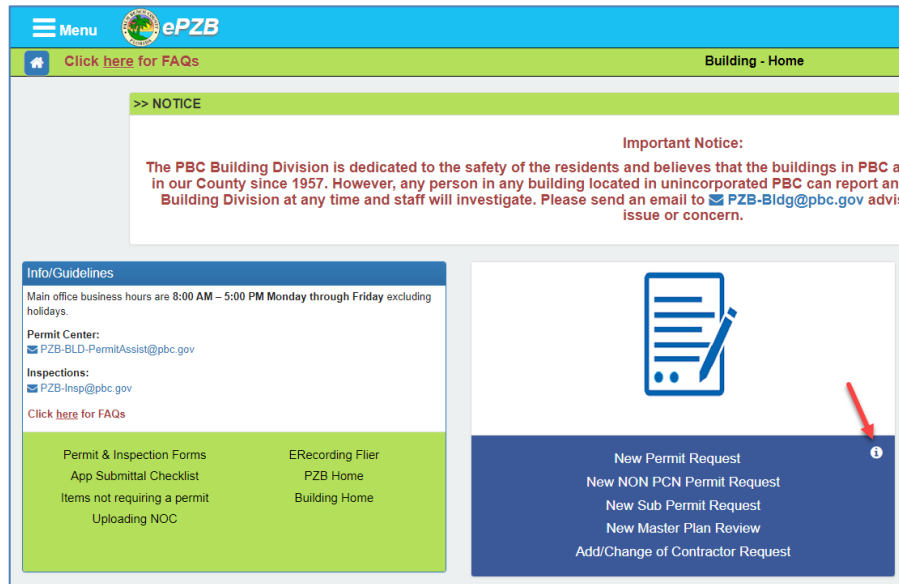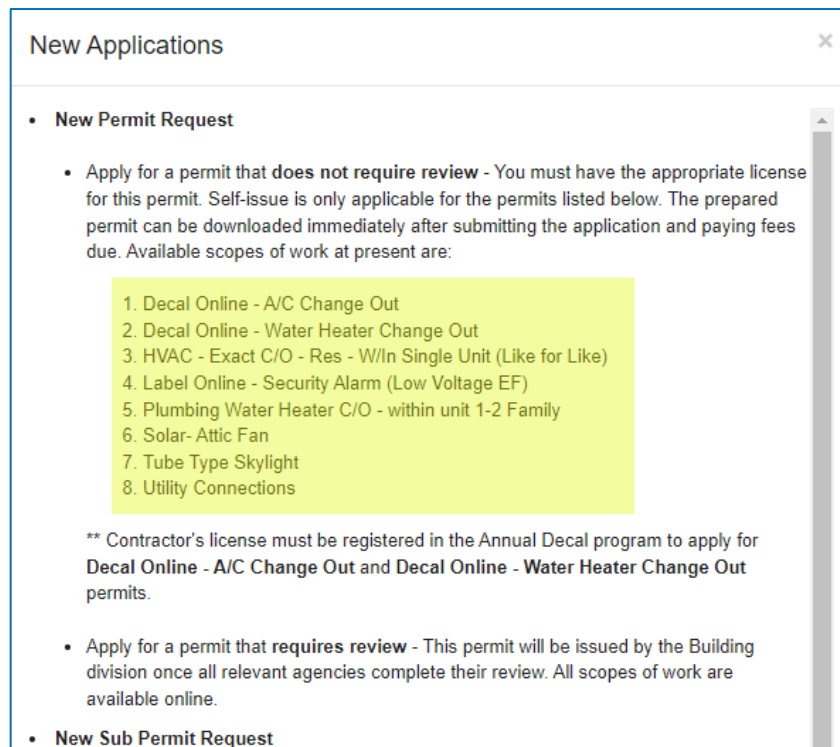
- **New Permit Request**

  - Apply for a permit that **does not require review** - You must have the appropriate license for this permit. Self-issue is only applicable for the permits listed below. The prepared permit can be downloaded immediately after submitting the application and paying fees due. Available scopes of work at present are:

    1. Decal Online - A/C Change Out
    2. Decal Online - Security Alarm (Low Voltage EF)
    3. Decal Online - Water Heater Change Out
    4. HVAC - Eqpmt C/O - Res - W/In Unit
    5. Plumbing Water Heater C/O - within unit 1-2 Family
    6. Tube Type Skylight
    7. Utility Connections

    ** Contractor's license must be registered in the Annual Decal program to apply for **Decal Online - A/C Change Out** and **Decal Online - Water Heater Change Out** permits.

  - Apply for a permit that **requires review** - This permit will be issued by the Building division once all relevant agencies complete their review. All scopes of work are available online.

- **New Sub Permit Request**

  - Self issue a no fee sub permit.
  - Apply for a fee sub permit.
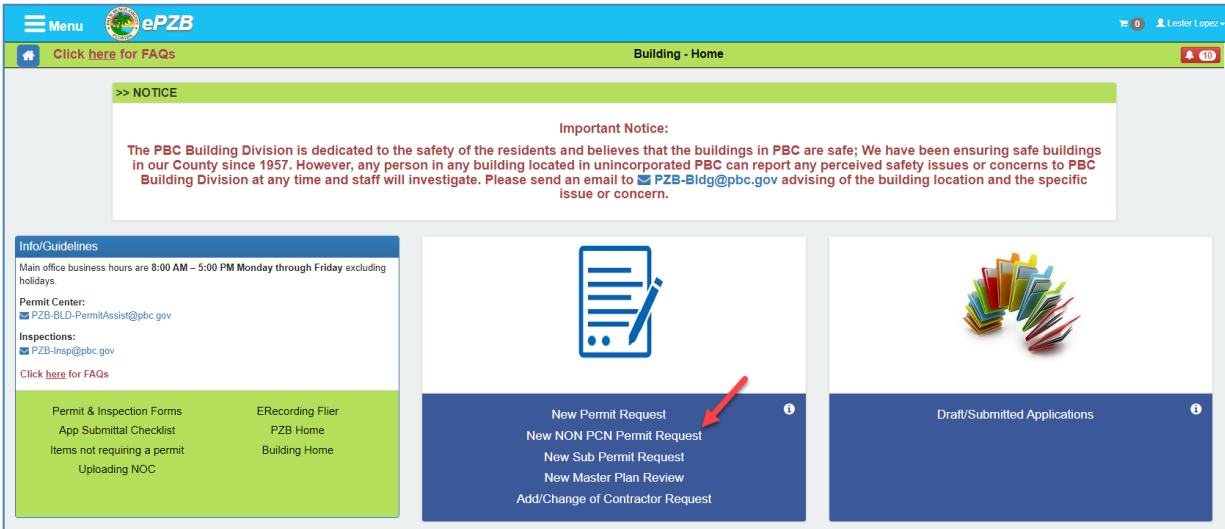
## What permit types can be self-issued?

Click on the information icon 🛈 shown below to view the list of self-issued permits available online.





**Important Note:** When applying for any of the self-permits listed above, make sure to **NOT FILL IN ANY ADDITIONAL Owner/HOA/Company Name** unless it is actually changed or different than the Property Appraisers information. Adding the name of the HOA or a Company name is not required when the owner's name has been filled in. Any request to have the owner's name corrected after the application has been accepted may result in additional fees.
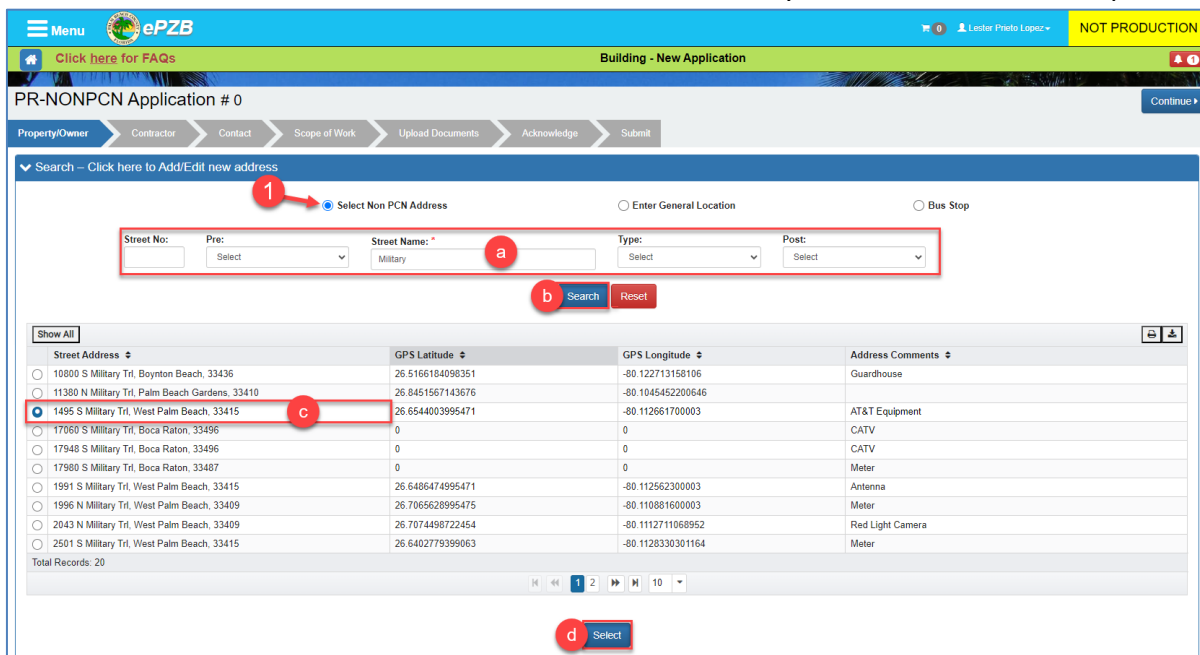
## How do I apply for a NON PCN Permit?

Click on the **New NON PCN Permit Request** link shown below.



Various search options can be used to find the property on which the permit is needed such as: **Select Non PCN Address**, **Enter General Location**, or **Bus Stop**.

- **Select Non PCN Address:**
  a. Type any information to search a Non PCN location by address. The Street Name is a mandatory field.
  b. Then click on the "Search" button.
  c. The search results will display below. Select the address of your choice.
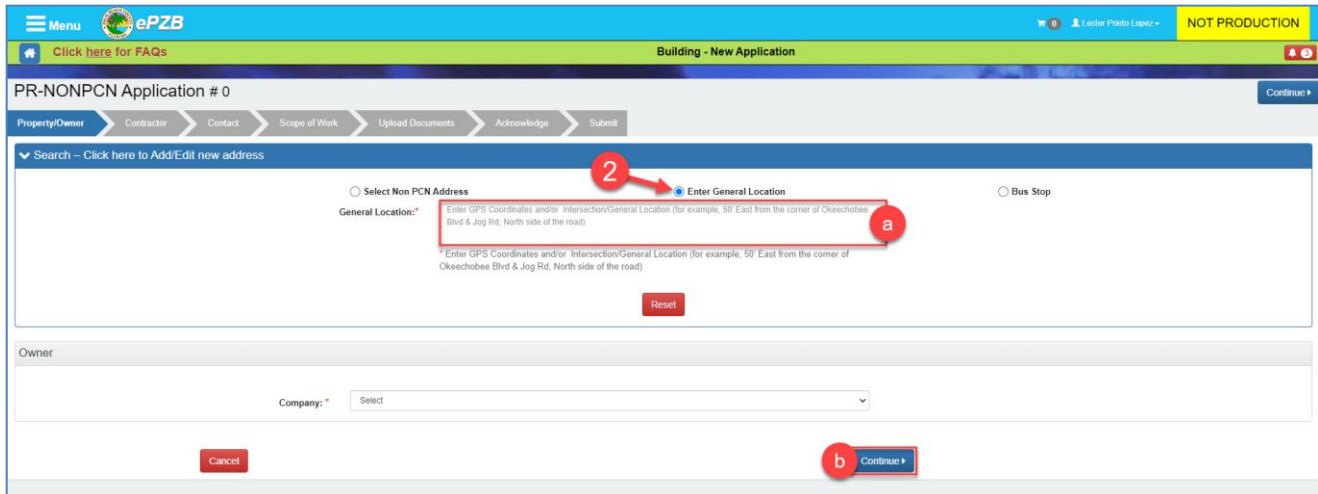  d. Click on the "Select" button to add the selection to your Non PCN Permit Request.

- **Enter General Location:**
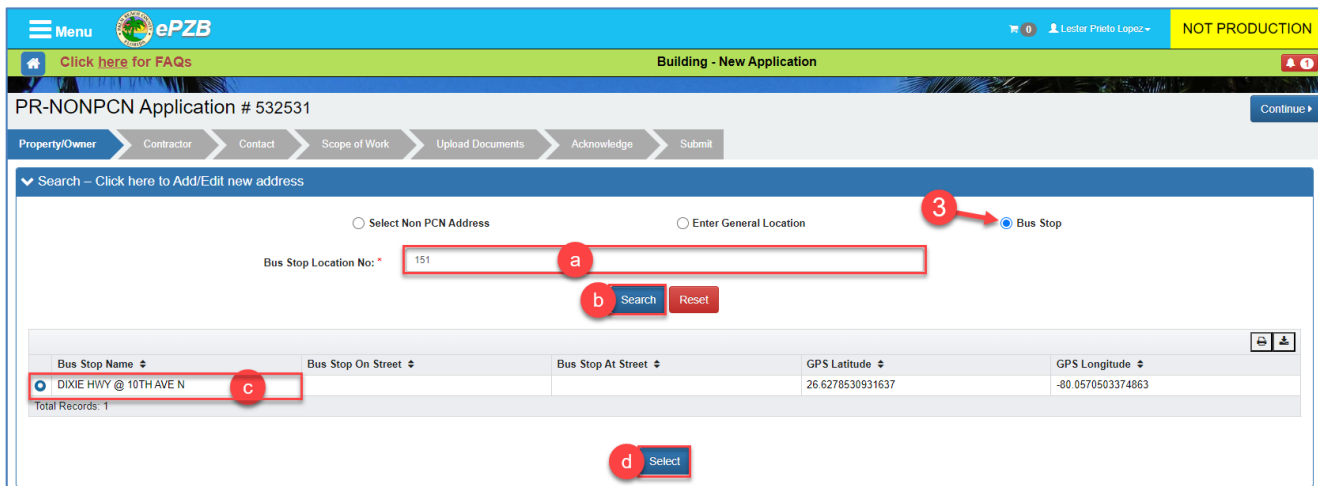  a. Enter GPS Coordinates and/or the Intersection/General Location (for example, 50' East from the corner of Okeechobee Blvd & Jog Rd, North side of the road). The General Location text box is a mandatory field.
  b. Click the "Continue" button.



- **Bus Stop:**
  a. Enter the bus stop number of your choice. The Bus Stop Location Number is a mandatory field.
  b. Click on the "Search" button.
  c. The bus stop information will display. Select the bus stop radio button.
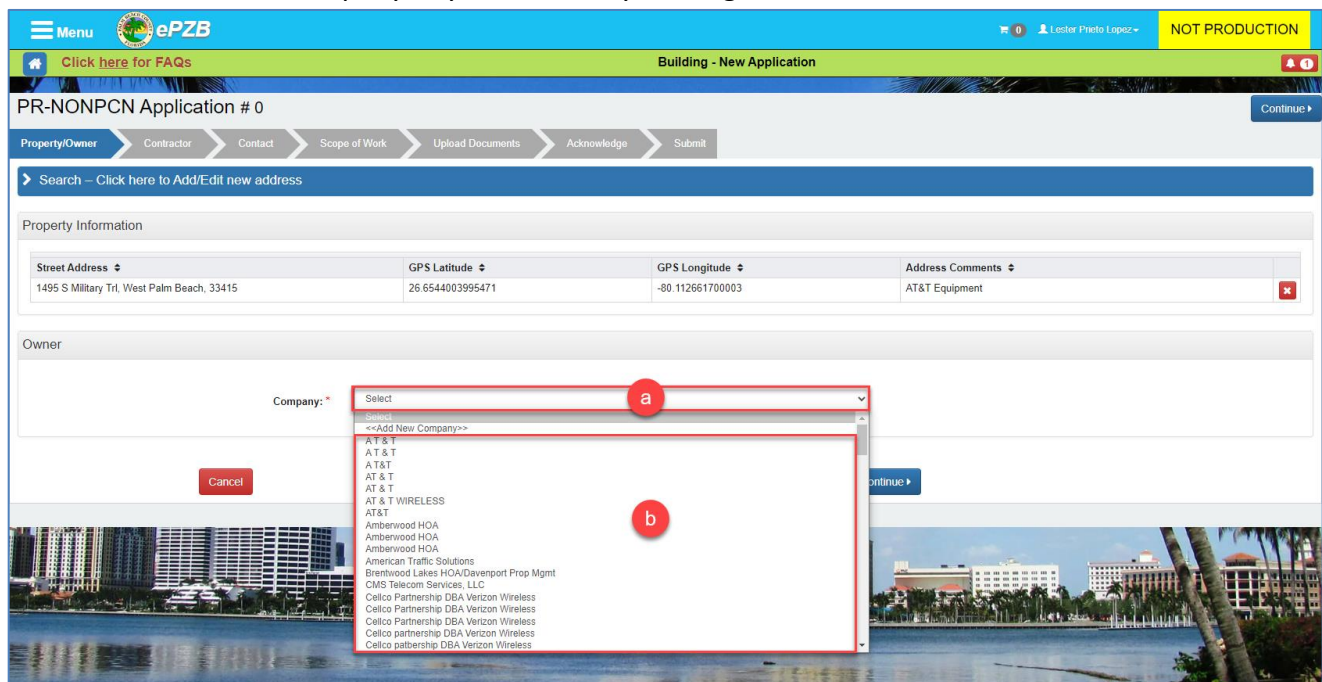  d. Click on the "Select" button.

Based on the property type selection, different permit descriptions will be populated in the Scope of Work screen. If you search by selecting the "Non PCN Address" or the "General Location" options, the system will populate certain permit descriptions such as these shown below.

Electrical - Irrigation Systems
Electrical - Traffic Systems
Electrical -CATV - Phone Electric Service
Lift Station - Utility
Miscellaneous
Plumbing - Irrigation System
Plumbing - Water Connection

If you select the "Bus Stop" option, the system will populate different permit descriptions such as these shown below.
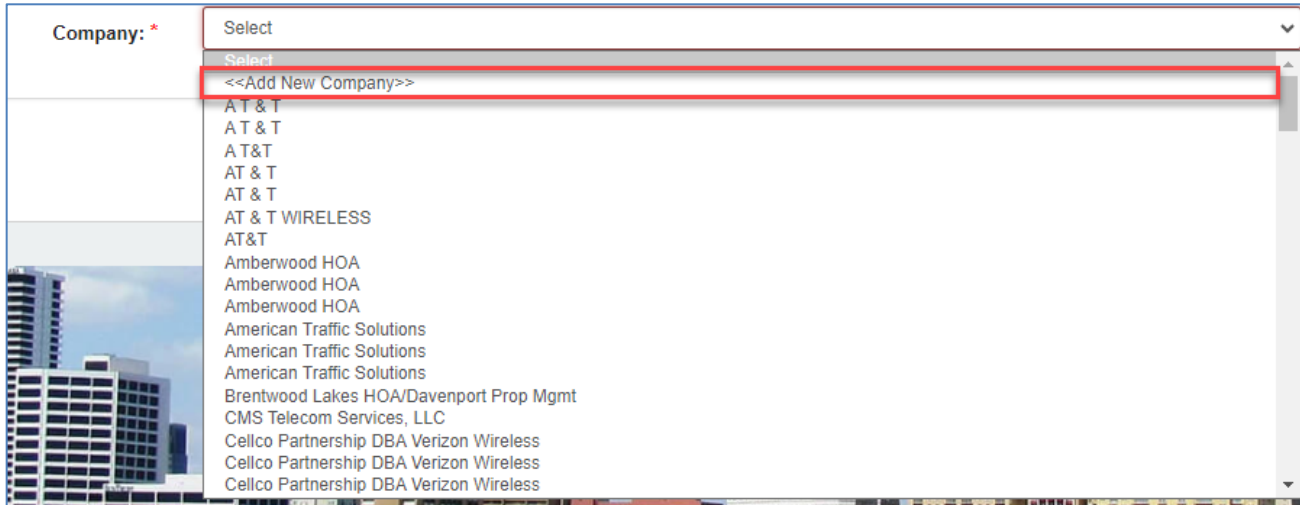
Bus Shelter - Privately Owned
Bus Shelter - Publicly Owned

- Once you have added the Non PCN Address, the General Location, or the Bus Stop to the NON PCN Permit Request, the Owner's section will display right below for you to select the Company name.
    a. Click on the "Company" drop down field. A list of different companies will display. Select the company of your choice by clicking on its name.
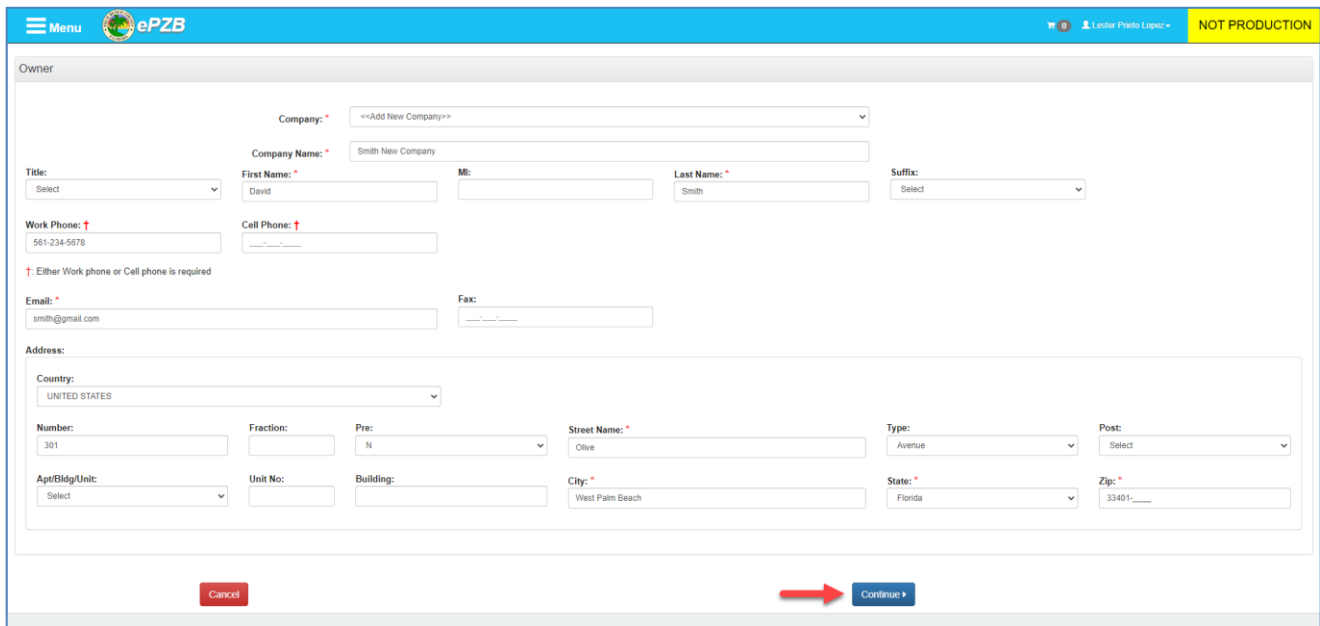
If the company name is not listed on the drop down list, you will have the option to add a new company by clicking on the **"<<Add New Company>>"** option at the top of the list.



The New Company form will display for you to enter the New Company Information. Pay close attention to the required fields (marked with an asterisk) within the form. Once you have entered the New Company information, click on the "Continue" button.
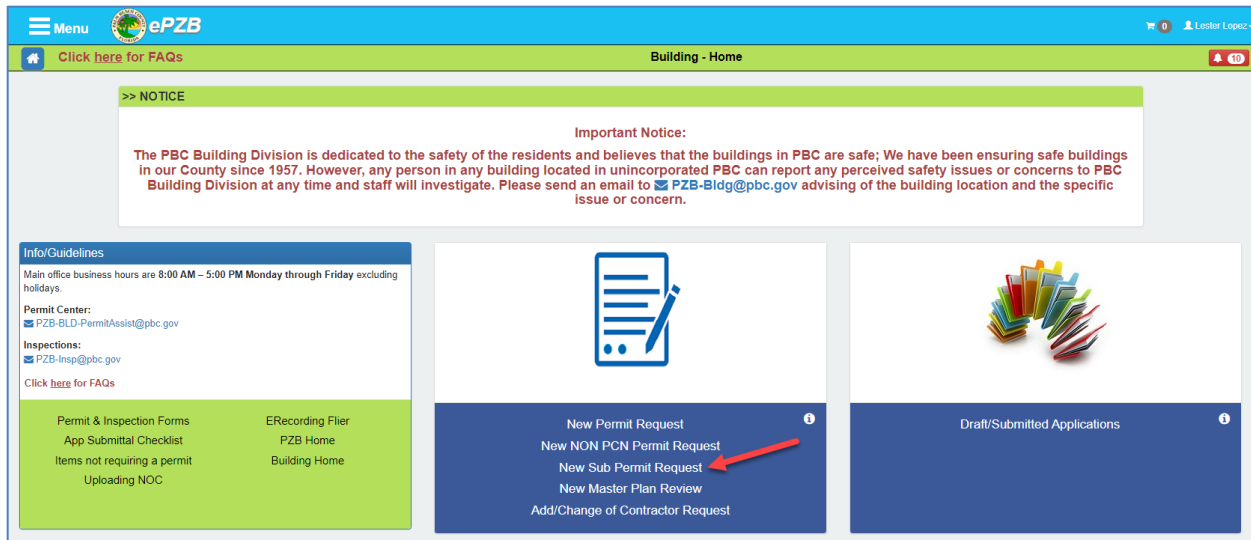


To complete the Non PCN Permit Request application, please refer to the "How do I apply for a permit?" Section, **Page 9**, as the rest of the process is the same.
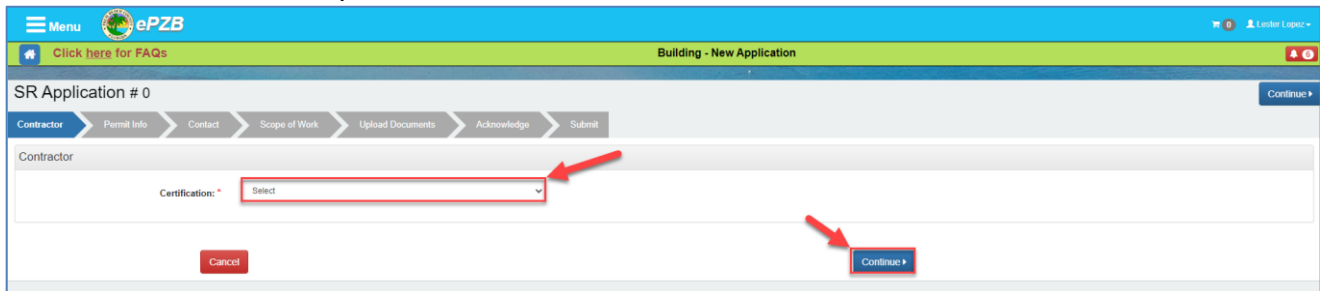
## How do I apply for a sub permit?

In this section, we will cover briefly the first few screens to apply for a fee sub permit.  Refer to the How do I apply for a permit section for more details, as the application process is very similar to submitting a new permit request.

Click on the **New Sub Permit Request** link shown below.



Select the certification of your choice. Then click the "Continue" button.



Enter the main Permit No. for which you want to submit a Sub Permit. Click on the "Search" button.

1- The Permit No. information will display right below showing the permit description, contractor, owner, address, and status.

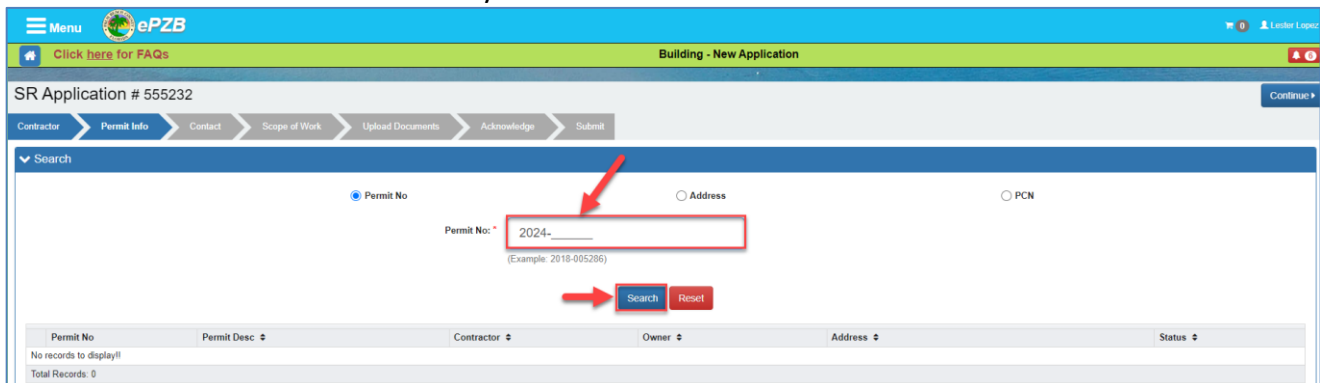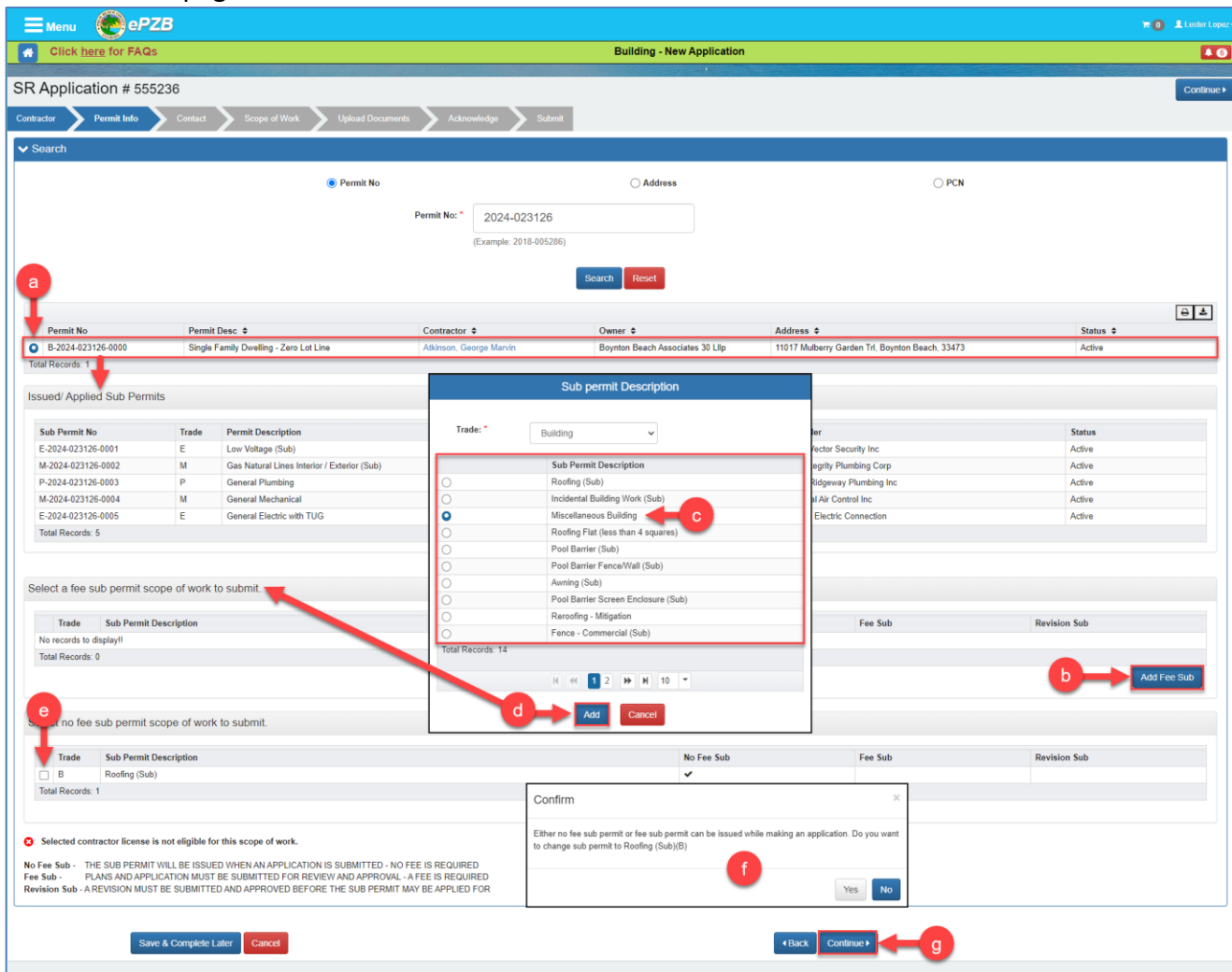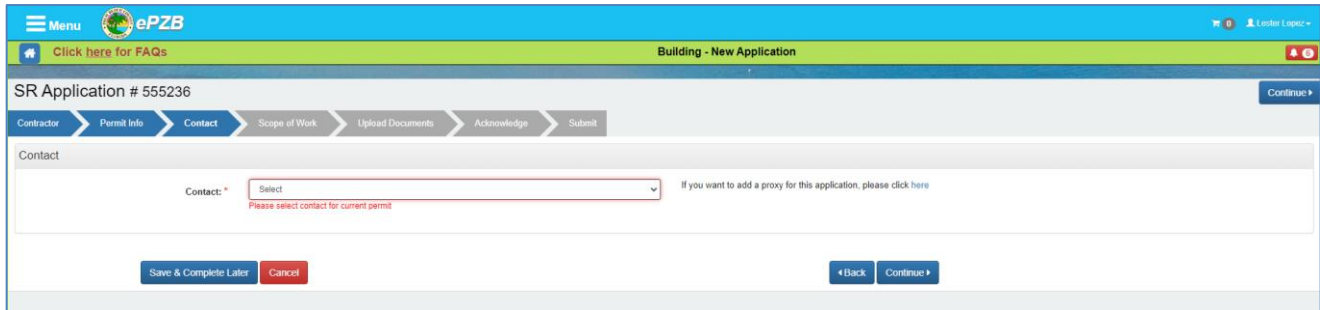    a. Select the radio button next to the main permit number. The issued/applied sub permits' information will display for the selected permit number.

    b. Click the "Add Fee Sub" button. The Sub permit Description box will display. Based on the license trade selected, several Sub Permit Descriptions will display right below.

    c. Select the Sub Permit Description of your choice.

    d. Click the Add button. The Sub Permit information will be added to the Fee sub permit scope of work to submit section.

    e. If you would like to Select a No Fee Sub permit scope of work instead, select the checkbox under the "Select no fee sub permit scope of work to submit" section.

    f. If you have already selected a Fee Sub permit scope of work, and select a No Fee Sub permit scope of work, the system will display a message asking you to make only one selection, either for a no fee sub or for a fee sub. Here you have the option to click "Yes" or "No" to change your current selection.

    g. Once all selections are made, click on the "Continue" button to move on to the next page.

The "Contact" page will display:



From this point forward you can refer to the How do I apply for a permit section for more details, "Contacts" tab, *(located at the end of page 10, within the Contacts section)*, as the rest of the application process is the same as when you are submitting a new permit request.
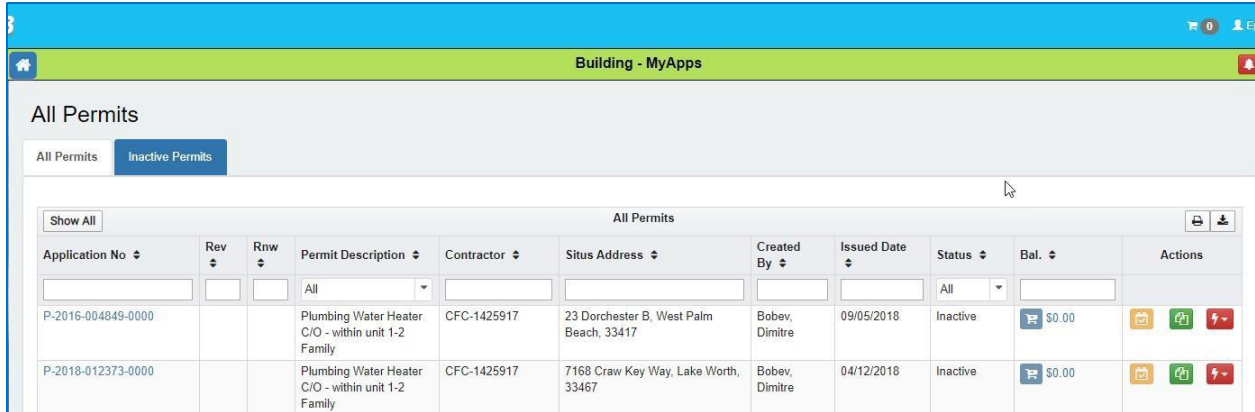
## How do I apply for a revision?

To apply for a revision go to the **My Permits (Revision/Renewal)** area as shown below.
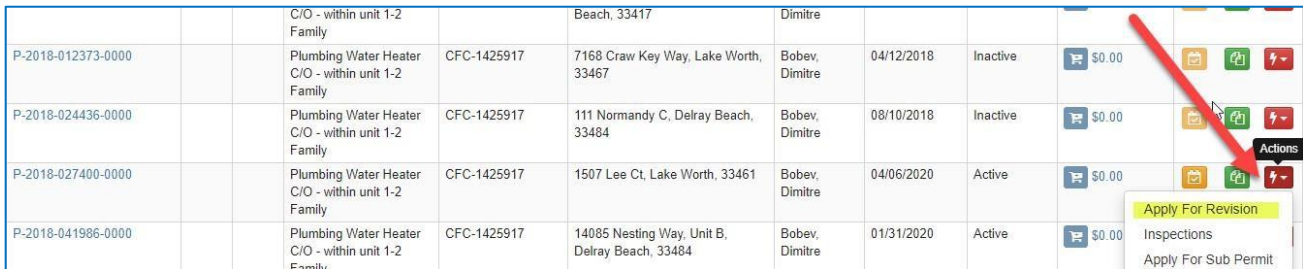
The **My Permits** area lists all of your Active and Inactive permits.



To apply for a revision click on the red lightning bolt icon  on the permit needing revision and select Apply For Revision. Example below.



Complete the information requested for revision and submit.

## How do I apply for a renewal to an Inactive permit?

Locate the Inactive permit you wish to renew in the **My Permits (Revision/Renewal)** area as shown below.

Click on the red lightning bolt (drop-down) icon ⚡ and select **Apply for Renewal**. Complete the requested information and submit.





**Self-issue vs Review:**
- Upon submittal, renewal application should be **approved immediately** if all of the below conditions are satisfied:
  - There are less than 3 renewals on the permit.
  - Permit has been inactive for less than 6 months.
  - Change of contractor has not been requested.
  - Impact fee has **not** increased since last submittal/renewal
  - Once fees are paid, the permit will become active

- Upon submittal, renewal application should be **sent for sufficiency review** if any of the below conditions are satisfied:
  - There are 3 or more renewals on the permit excluding voided renewals.
  - Permit has been inactive for more than 6 months.
  - Change of contractor has been requested.
  - Impact fee has increased since last submittal/renewal

**EPZB Building portal**

# How do I apply for Change of Contractor Only?

Only registered contractors can apply online for Change of Contractor on any permit. Note: a permit must be Active to perform a Change of Contractor here. If you wish to both Renew an Inactive permit and Change the contractor in one step, please see the next FAQ "How do I apply for Renewal with optional Change of Contractor".

Click on the "Add/Change of Contractor Request" link as shown below.
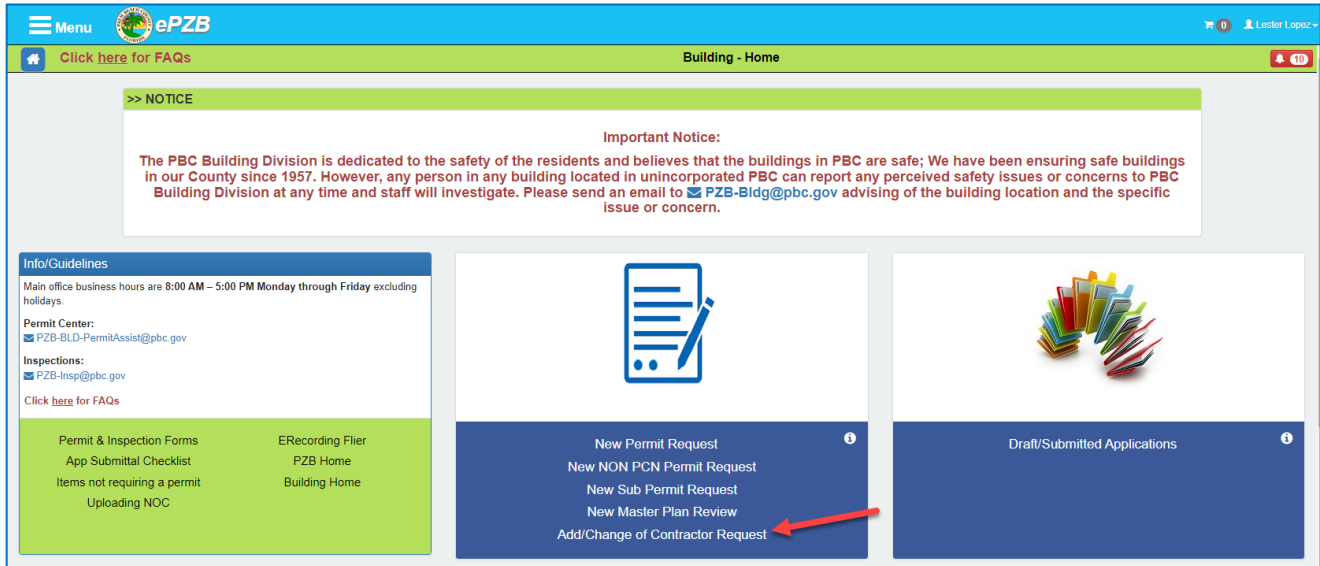


Select the license you want to use from the drop down shown below and click Continue.
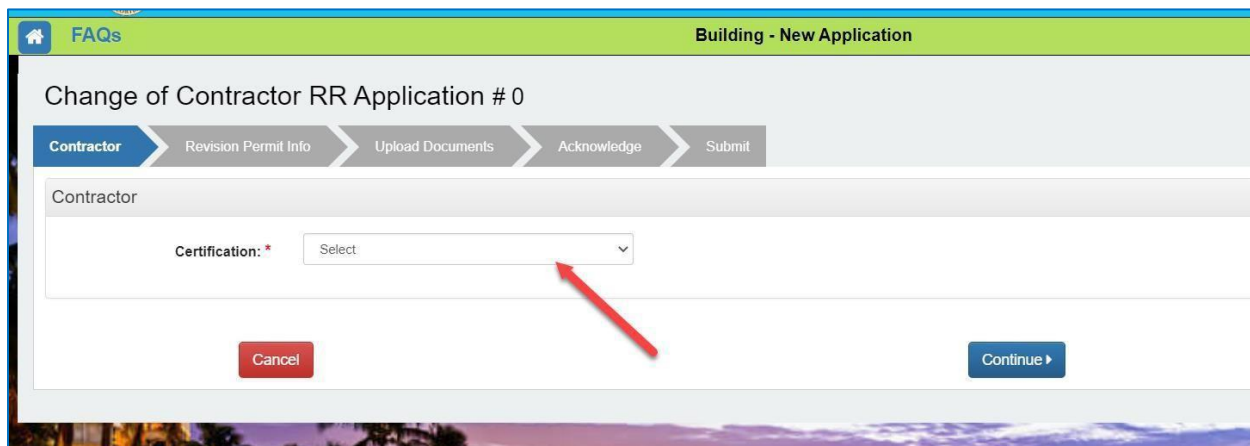
Enter the permit number on which the Change of Contractor is needed and click Search. Select the appropriate permit in the search results and click Continue as shown below.



Upload the completed Change of Contractor Request form and click Continue. Note: Building division forms are available for download by clicking on the Forms link.

Complete the Acknowledgement screen and verify the application details on the Submit tab.
If everything looks good, submit the application.



The revision number assigned for the application will be displayed and fees due will be added to the cart. Please pay the fees due to send this application for further processing. The application will be automatically voided if fees are not paid within 10 days. You will receive email notification when this application is accepted/returned.
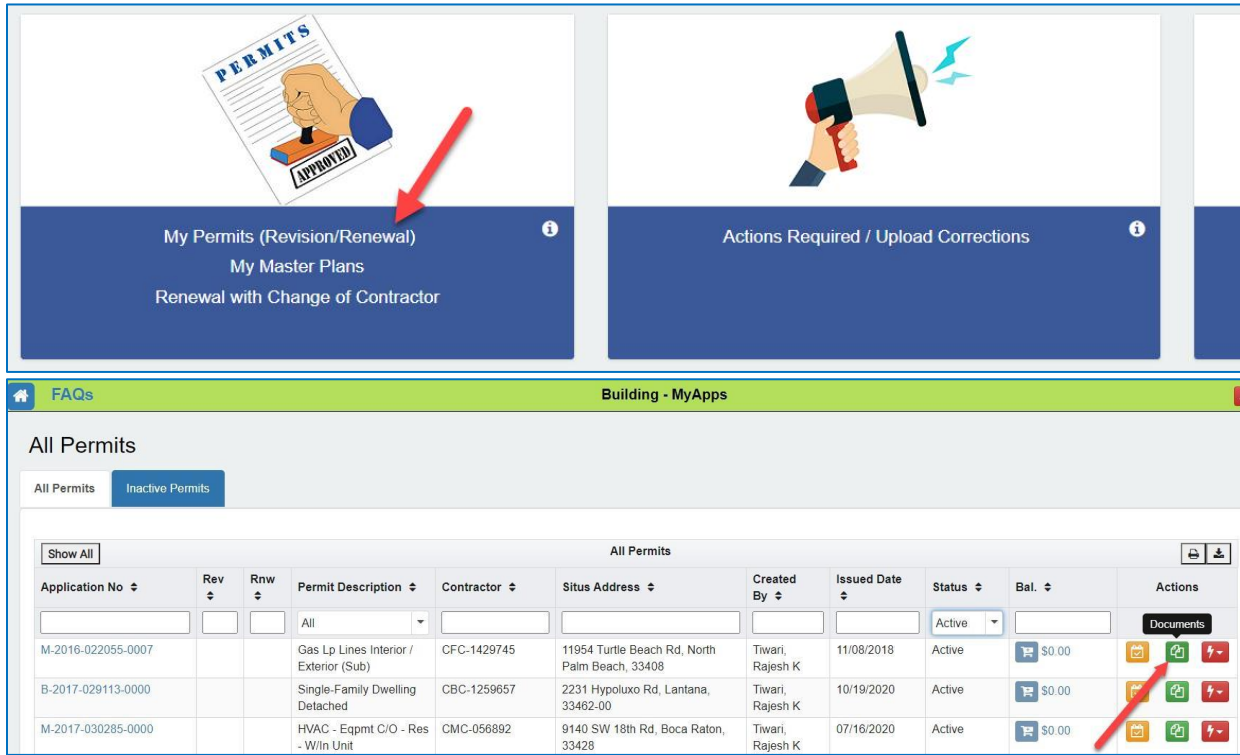
If the contractor change was requested on an issued permit, once the application is approved, you may download the new permit card with the updated contractor information from the "My Permits (Revision/Renewal" screen shown below.



If the contractor change was requested on an in process permit request, the permit application can be found in the Draft/Submitted Applications area as shown below.

**How do I apply for Renewal with optional Change of Contractor?**

You may apply for a Renewal of an Inactive Permit with the option to also Change the Contractor.

What does this process do?
**Overall:**

- Perform a Renewal on an Inactive permit and optionally perform a Change of Contractor in one process.

**Self-Issue vs Review:**

- Upon submittal, renewal application should be **approved immediately** if all of the below conditions are satisfied:
  - There are less than 3 renewals on the permit.
  - Permit has been inactive for less than 6 months.
  - Change of contractor has not been requested.
  - Impact fee has **not** increased since last submittal/renewal
  - Once fees are paid, the permit will become active

- Upon submittal, renewal application should be **sent for sufficiency review** if any of the below conditions are satisfied:
  - There are 3 or more renewals on the permit excluding voided renewals.
  - Permit has been inactive for more than 6 months.
  - Change of contractor has been requested.
  - Impact fee has increased since last submittal/renewal

**Account rules** for Renewal and optional Change of Contractor:

- Any account may initiate and complete a Renewal for any Inactive primary permit. Note: Renewing alone does not change ownership of the Activated primary permit.
- If the Renewing account also selects a Change of Contractor as part of the Renewal it must be changed to a license linked to the account performing the Renewal. The account performing the Renewal AND Change of Contractor will now own the primary permit. Owner Builder accounts may not perform a Change of Contractor, only a Contractor account or their proxy m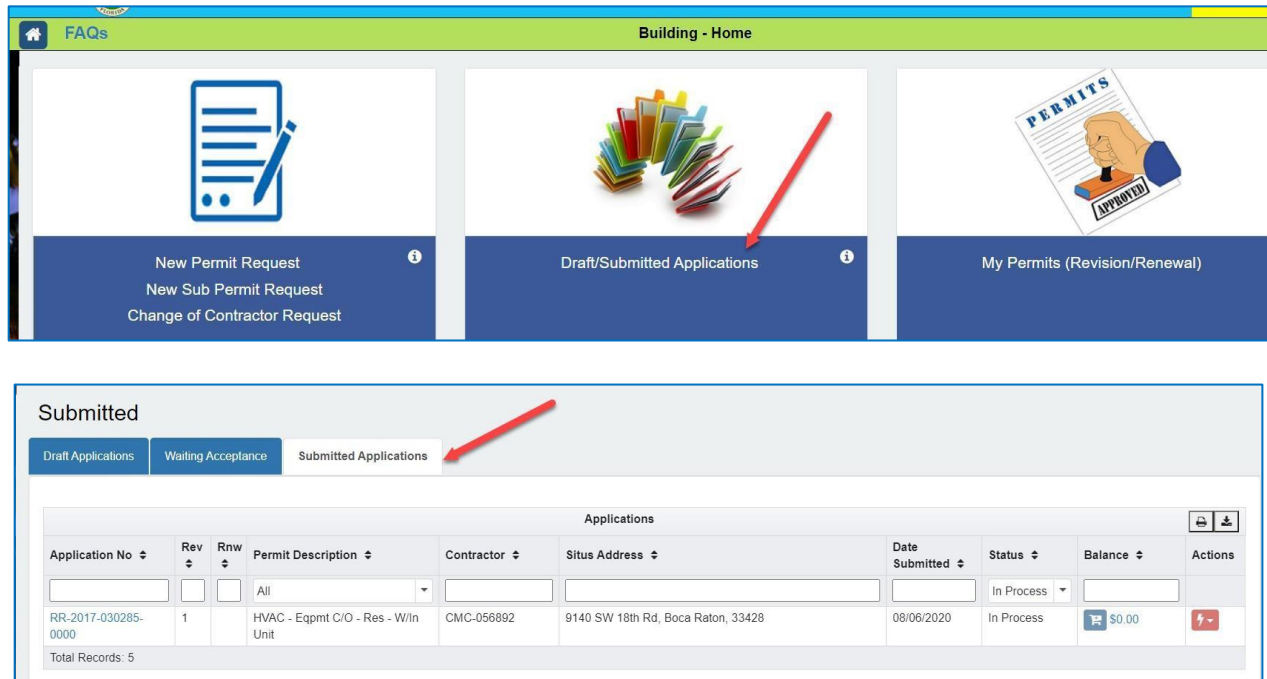ay perform a Change of Contractor. A Change of Contractor may be selected for a Renewal regardless of whether it has been Inactive for more or less than 6 months, a Change of Contractor will require a Review.
- During the optional Change of Contractor the user will select which issued subs to Retain and which will otherwise be Cancelled. Emails are sent to both the old and new contractor and to the contractors associated with the sub permits that are Retained/Cancelled.

Click the Apply for Renewal link as shown below.
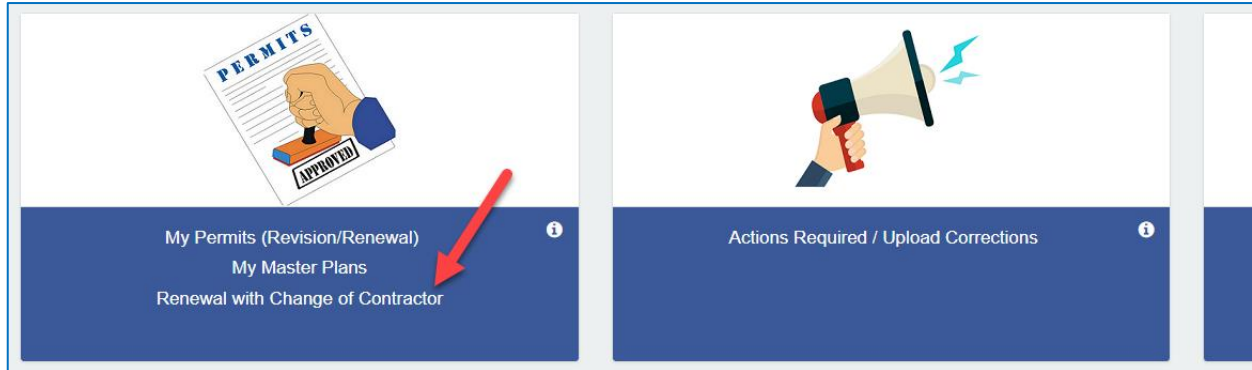


You may search for the permit to be renewed by Application/Permit, Address, Contractor or Owner.



Click Search and you will see the Inactive permit. You will also see any sub permits, but these are not eligible for Renewal. Later in the process, you will select which to retain and which will be cancelled.

| | Permit No ⇕ | Permit Desc ⇕ | No. Of Rev ⇕ | No. of Rnw ⇕ | Owner ⇕ | Company ⇕ | Situs Address ⇕ | Issued Date ⇕ | Inactive Days ⇕ | Status ⇕ | Last Renewal ⇕ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | All ▾ | | | | | | | | All ▾ | |
| ◯ | B-2020-011211-0000 | Interior Improve... | 1 | | Jamison, ... | Suncor Ft... | 14550 Peace River Way, Palm Beach... | 4/18/2020 8:06:54 AM | 179 | Inactive | |
| ❌ | B-2020-011211-0000 | Interior Improve... | | | Jamison, ... | Suncor Ft... | 14550 Peace River Way, Palm Beach... | 5/18/2020 3:44:05 PM | 0 | Approved | |
| ❌ | P-2020-011211-0001 | General Plumbing | 1 | | Jamison, ... | South Flo... | 14550 Peace River Way, Palm Beach... | 5/4/2020 1:36:52 PM | 179 | Inactive | |
| ❌ | E-2020-011211-0002 | General Electrical | 1 | | Jamison, ... | Triphase ... | 14550 Peace River Way, Palm Beach... | 5/8/2020 8:12:33 AM | 179 | Inactive | |
| Total Records: 4 | | | | | | | | | | | |

❌: **Not eligible for online Renewal**

Select the radio button of the primary permit and you will see the detail below:

### ✔ Property/Owner

**Property Information**

| PCN | Situs Address | Control | Project |
|---|---|---|---|
| 00-41-41-20-01-005-0370 | 14550 Peace River Way, Palm Beach Gardens, FL 33418 USA | 0-0 | Caloosa 1st Addition |

**Owner Information**

| PCN | Name | Situs Address | Mailing Address | Email |
|---|---|---|---|---|
| 00-41-41-20-01-005-0370 | Jamison, David W | 14550 Peace River Way, Palm Beach Gardens, FL 33418 USA | 14550 Peace River Way, Palm Beach Gardens, FL 33418-8680 | noemail@noemail.net |

### ✔ Permit Details

| | | | |
|---|---|---|---|
| **Permit No:** | B-2020-011211-0000 | **Projected Inactive Date:** | |
| **Permit Description:** | Interior Improvement - Residential | **Date Inactive:** | 12/04/2020 |
| **Status:** | Inactive | **Days Inactive:** | 179 |
| **Final Valuation:** | $38,000.00 | **Inactive Notice Last Sent:** | |
| **Further Description:** | Master bath and guest bath remodel - No HVAC. | **Expiration Date:** | |
| | | **Void Date:** | |
| **Master Plan No:** | | **Insp Pending:** | No |
| **Category:** | Residential | **Temp CO/CC Exp.:** | |
| **Application Date:** | 03/30/2020 | **Model:** | N |
| **Issued Date:** | 04/18/2020 | **Disaster:** | |
| **Last Updated:** | 12/04/2020 07:05:05 PM | **Agency Reference No:** | |
| **Last Updated By:** | System, Epzb | **No Of Renewals:** | 0 |
| **Last Activity Date:** | 06/03/2020 | **Last Renewal Date:** | |
| **Completion Date:** | | | |
| **Active Days Remaining:** | 0 | | |

Enter Renewal Detail Comments and click Continue

### ✔ Contractor

| | | | |
|---|---|---|---|
| **Contractor Name:** | Garofalo, Michael Joseph | **Company Name:** | Suncor Ft Pierce LLC, d/b/a Capitol Building Group |
| **Certification No:** | CBC-1259504 | | |
| **Status:** | Active | **DBA Name:** | |
| **Classification:** | Building | **Company Type:** | |
| **License Expiration:** | 08/31/2022 | **Company Address:** | 9010 20th St, Vero Beach, FL 32966 |
| **Insurance Expiration:** | 11/27/2021 | **Work Phone:** | |
| **Bond Expiration:** | | **Fax:** | |
| **Worker's Comp Expiration:** | | **Email:** | |
| | | **Worker's Exemp Expiration:** | 06/30/2021 |
| **Bonding Company Name:** | | **Bonding Company Address:** | |
| **Architect Name:** | | **Architect Address:** | |
| **Architect License No:** | | | |
| **Mortgage Lender Name:** | | **Mortgage Lender Address:** | |

### Renewal Details

**Comments:** *

[text box]

(max 2000 characters)

Note: Permit will be active for 6 months from the date of approval of the renewal and fees have been paid.

You may optionally choose to Change the Contractor.

- If you select No it will be processed as a Renewal only
- If you select Yes it will be processed as both a Renewal and Change of Contractor



Select Yes and you will be required to choose a license that belongs to your account for the Change of Contractor.

The new contractor details will be displayed along with the issued fee subs



Check the boxes of the subs you wish to retain and click continue. Any unchecked subs will be cancelled. At completion of processing the owners of the subs will receive emails informing them their sub has been retained/cancelled. The original and new primary contractors will also receive emails.

Required documents

- If you have selected Yes for Change of Contractor, you will be required to upload a Change of Contractor form (screen shot below shows this example)
- If you have selected No for Change of Contractor, documents will be required only if the permit has been inactive for more than 184 days, otherwise documents will not be required.

The Submit tab shows, Permit Info, the Existing and New Contractor, Sub Permits Retained, Documents and Fees.

**Existing Contractor**

| | | | |
|---|---|---|---|
| Contractor Name: | Garofalo, Michael Joseph | Company Name: | Suncor Ft Pierce LLC, d/b/a Capitol Building Group |
| Certification No: | CBC-1259504 | DBA Name: | |
| Status: | Active | Company Type: | |
| Classification: | Building | Company Address: | 9010 20th St, Vero Beach, FL 32966 |
| License Expiration: | 08/31/2022 | Work Phone: | |
| Insurance Expiration: | 11/27/2021 | Fax: | |
| Bond Expiration: | | Email: | |
| Worker's Comp Expiration: | | Worker's Exemp Expiration: | 06/30/2021 |
| Bonding Company Name: | | Bonding Company Address: | |
| Architect Name: | | Architect Address: | |
| Architect License No: | | | |
| Mortgage Lender Name: | | Mortgage Lender Address: | |

**New Contractor**

| | | | |
|---|---|---|---|
| Contractor Name: | Johnson, Don Allen | Company Name: | GL Building Corp |
| Certification No: | CGC-040099 | DBA Name: | |
| Status: | Active | Company Type: | Corporation |
| Classification: | General | Company Address: | 1600 Sawgrass Corporate Pkwy, Ste 230, Sunrise, FL 33323 |
| License Expiration: | 08/31/2022 | Work Phone: | |
| Insurance Expiration: | 06/01/2022 | Fax: | |
| Bond Expiration: | | Email: | |
| Worker's Comp Expiration: | 06/01/2022 | Worker's Exemp Expiration: | |

**Renewal Details**

Renewal Comments: Renewal with Change of Contractor
Extend To: 12/02/2021

Retained SubPermits:

| Sub Permit No | Trade | Permit Description | Approved | Fee | Revision | Comments |
|---|---|---|---|---|---|---|
| P-2020-011211-0001 | P | General Plumbing | Y | N | N | |

**Documents**

| Document Set | File | Detail | Size (MB) |
|---|---|---|---|
| 1 - Change of Contractor | Change of Contractor.pdf | Change of Contractor.pdf | 0.15 |

**Fees**

| Fee Description | Fee | Paid |
|---|---|---|
| Non-Refundable Renewal Application Fee | $75.00 | $0.00 |

* Your application will be checked for sufficiency and review fees will be due prior to further processing.

Click Submit.
- If the Renewal has been inactive less than 184 days, has had less than 3 renewals and no Change of Contractor was selected it will self-issue upon payment of fees.
- Otherwise, as in the example below, it will go to review upon payment of fees.

---

**Submit Success**

Application **RR-2020-011211-0000 Rnw 1** has been successfully submitted and the assessed fees have been added to the cart.

The submittal fees need to be paid within **10 business days** for the application to be reviewed for sufficiency, else the application will be voided. You will receive an email once the application is accepted/returned by Building Division after sufficiency review.

---

If your Submittal meets the requirements to go to review, it will be processed similar to other requests.

- The application may be Returned or Accepted during Sufficiency Review
- The Renewal may be Approved but the Change of Contractor may be declined. You may resubmit with a different Contractor or submit without Change of Contractor to complete the Renewal

Outcomes after Self-Issue or Review is completed:

For Renewal only

- The Renewal application becomes approved and will be found under MyPermits of the account that initiated the Renewal
- The Primary becomes Active and will remain under MyPermits of the account that owns the primary (which may or may not have been the account that initiated the Renewal).

For Renewal and Change of Contractor

- The Renewal application becomes approved and will be found under MyPermits of the account that initiated the Renewal and Change of Contractor
- The Primary becomes Active and will be found under MyPermits of the account that initiated the Renewal and Change of Contractor

## How do I pay fees for an application?

If you are logged into the portal, you can see all the applications and permits on which fees are due in the **Actions Required / Upload Corrections** area as shown below.



Click on the **Pay Fees** link as shown below and the fees will be added to the cart.



Click on the cart to pay.



Follow the prompts and enter the required payment details to pay your fees online. For instructions on how to print Receipts online, go to the next section.

## How do I obtain my receipts online?
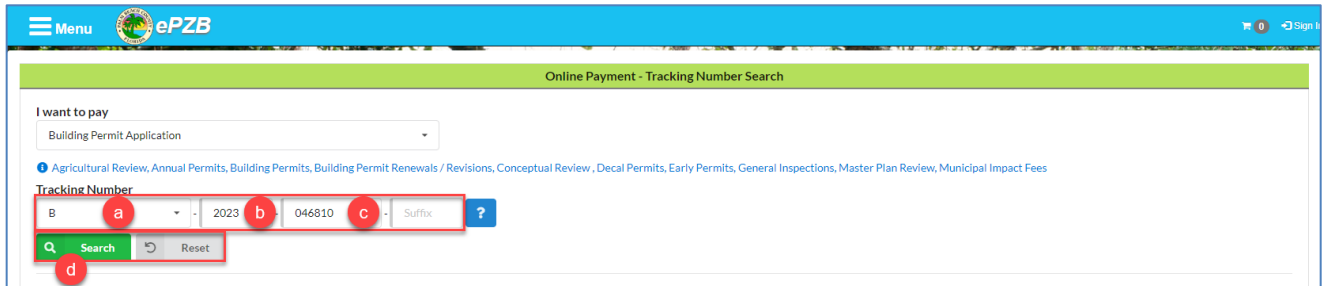
1- You will be able to retrieve receipts for payments made online at any time, right from the Customer Portal.
   a. Click on the "Menu" button.
   b. Click on "Online Payments" option.
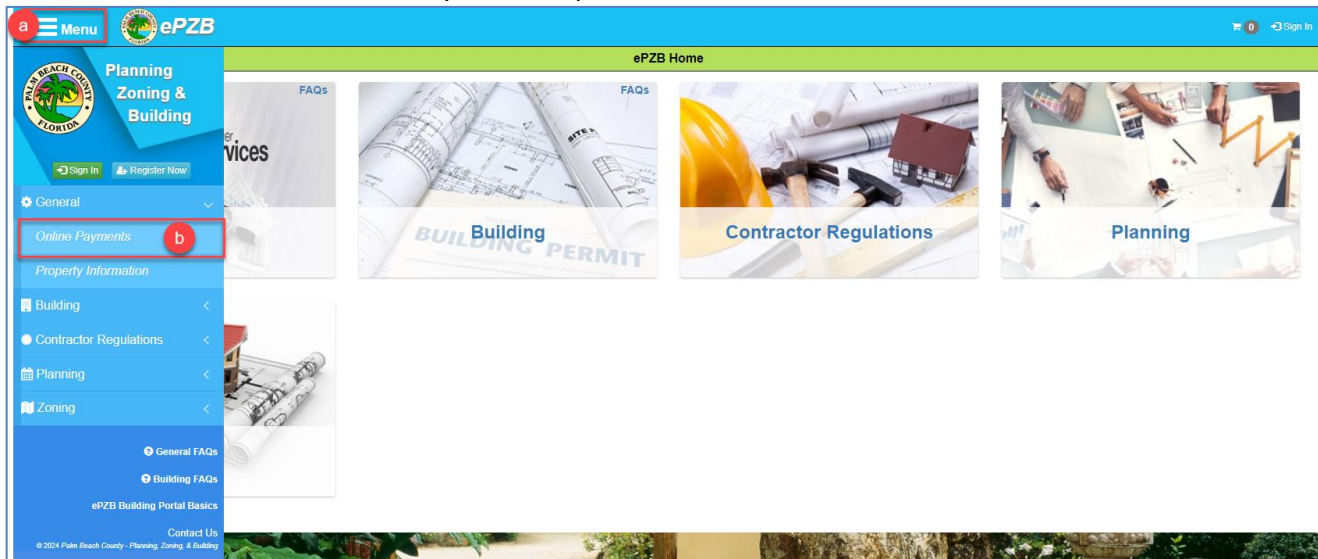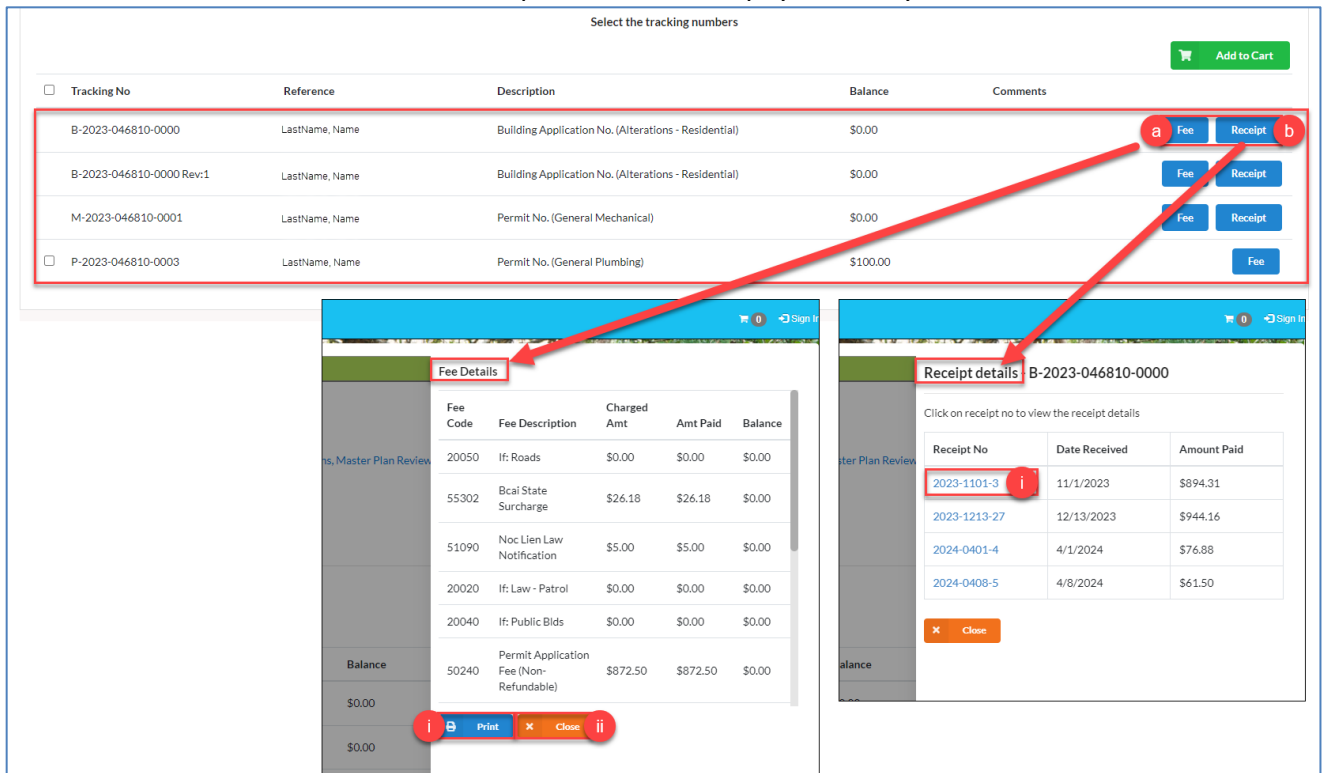


2- The "Online Payment – Tracking Number Search" page will display.
   a. Click the "I want to pay" drop-down menu to display the options available.
   b. The different payment types available will display for you to make a selection. Select the one of your choice. For the purpose of this FAQ, I will select "Building Permit Application"
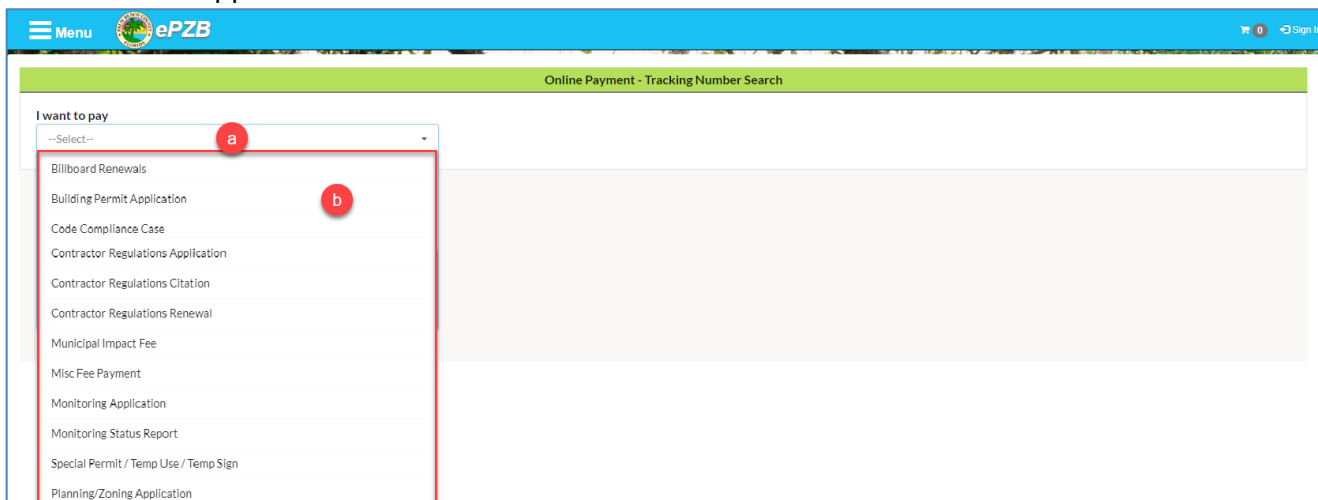
3- The Tracking Number sections will display.
   a. Change the tracking number letter code to the one pertaining to your permit
   b. Enter the year of your permit
   c. Enter the permit number. The suffix is optional.
   d. Click on the "Search" button.



4- The Tracking number descriptions will display right below.
   a. Click on the "Fee" button. The "Fee Details" will display on the right of the page, showing the Fee Code, Fee Description, Charged Amt, Amt Paid, and Balance.
      i. Click the "Print" option to print the Fee Details listed if needed.
      ii. Click the "Close" button to close this right side page
   b. Click the "Receipt" button. The "Receipt details" will display on the right of the page, showing the Permit number. The Receipt number links will display right below, including the Date Received and the Amount Paid.
      i. Click on the Receipt No. link of the payment of your choice.

5- The Receipt will display on your browser on a separate tab.
   a. Click the "Print" button on the top-right corner of the page to print the receipt.



6- Once you have printed the receipt, close that tab to go back to the previous page. Back at the Receipt details page, you have the option to print other receipts if available.
   a. If no more receipts need to be printed, click on the "Close" button to go back to the Tracking Number's page.

Note: If there is any fee that has not being paid, you will see the current balance under the Balance column. Here you will be able to select it and pay the outstanding fees if needed.

## How do I respond to comments/corrections on my application?

Applications that are waiting for your response to comments will be shown in the **Actions Required / Upload Corrections** area as shown below.
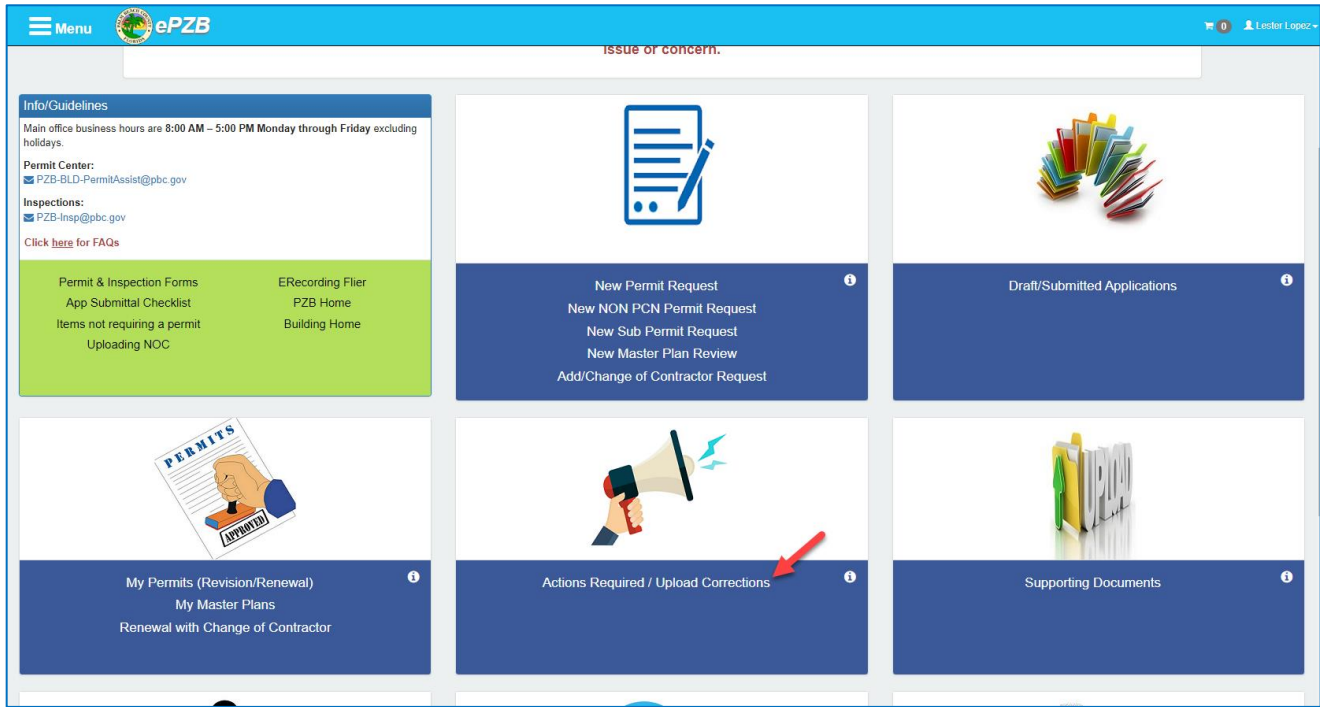


Click on Submit Comments Response or Prepare Comments Response as the case may be. "Submit Comments Response" indicates that your response to comments can be submitted.



"Prepare Comments Response" indicates that you may work on preparing the response to comments and upload documents, but you will not be able to submit this response until the Building, Fire and Zoning reviewers have completed their Review.

Upon clicking the link, the Comments Response screen opens and shows the comments by one or more reviewers on your application. There is a separate section for comments from each reviewer. As can be seen below there are comments from Permit Tech, Health and PE-B. Below each agency name, the reviewer's name is also displayed. The phone number and email of the reviewer are displayed next to reviewer name.



Below the Agency name and Reviewer name, the comment(s) from that agency are displayed in the "Comment" column.

Before the comment column, there is Markup column. This column will have a link to the associated markup/annotation for that particular comment. If this column is blank, it means there is no associated markup/annotation with that comment. In the example shown below the first comment has an associated markup named "Permit Tech-001" and the second comment does not have an associated markup. Clicking on the markup name link will open the pdf of the markup/annotation.

## Comments Response

PR-2020-019958-0000 Dock Non-Residential - In Process

Agency/Section: Permit Tech
Reviewer Name: Tiwari, Rajesh K

| No | Markup | Comment | Comments Drawing Designation | Applicant Response |
|---|---|---|---|---|
| 1 | Permit Tech-001 | Loads: Plans shall indicate requirement for posting of live loads for areas designed to exceed 50 psf. (Palm Beach County Amendments FBC Chapter 1 2007 FBC-106.1) | 019 AD1.2.1.pdf | * |
| 2 | | Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107) | | * |
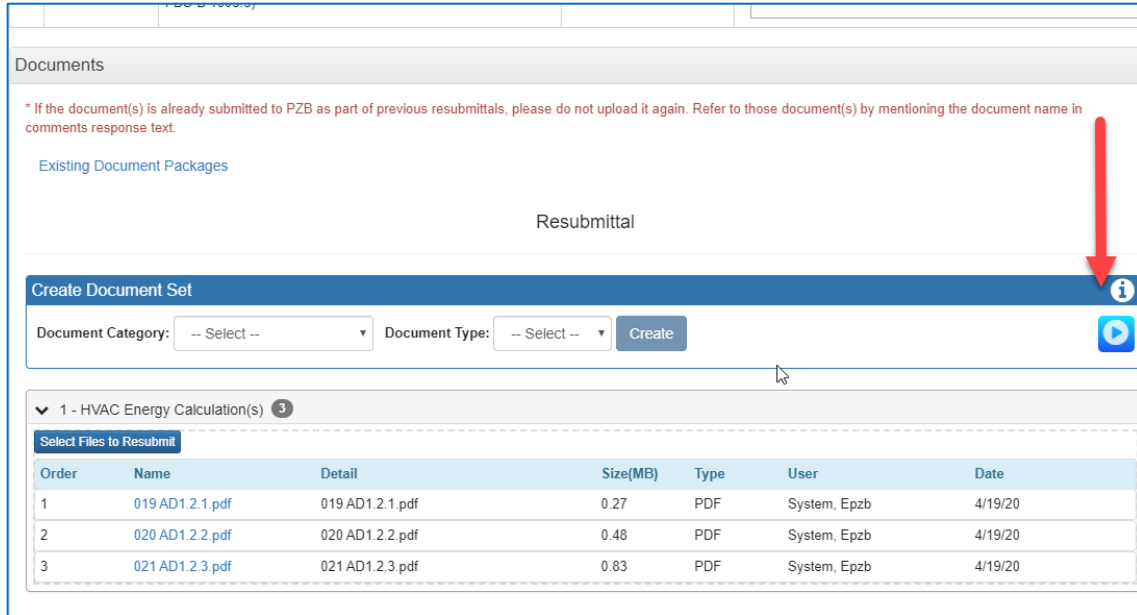
To respond to comments, type your response in the Applicant Response text box as shown below. A response to each and every comment is mandatory.

PR-2020-019958-0000 Dock Non-Residential - In Process

Agency/Section: Permit Tech
Reviewer Name: Tiwari, Rajesh K

| No | Markup | Comment | Comments Drawing Designation | Applicant Response |
|---|---|---|---|---|
| 1 | Permit Tech-001 | Loads: Plans shall indicate requirement for posting of live loads for areas designed to exceed 50 psf. (Palm Beach County Amendments FBC Chapter 1 2007 FBC-106.1) | 019 AD1.2.1.pdf | * This is my response to your first comment. |
| 2 | | Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107) | | * This is my response to your second comment. |

If you need to upload documents along with your response, scroll down to the Document section towards the bottom of the screen. This section lists documents that you have already submitted with your application or subsequent resubmittals. There is video and textual help on how to upload documents as indicated below.



If you need to supersede a document, please keep the file name the same as the original document and upload it in the same document set as the original.

Using the tools in this screen you may upload new documents in an existing document set or create a new document set(s) for uploading your document(s).

The example below shows a new document and a superseded document uploaded in response to comments.

When you are done preparing your response and uploading documents, you may save the prepared response by clicking the **Save** button. When you are ready to submit your response and the first Review is complete, click on the **Submit Response** button.



If after clicking **Submit Response**, you see the error message below it means the First Review by Building, Fire and Zoning is not complete yet.

Please do not upload documents in response to comments from any other screen. The **Upload Documents** option on the welcome page is used to upload only supporting documents such as NOCs, Drainage Certificate, Elevation Certificate, Permit Cancellation/Void App Request, and Permit Extension Request. This is explained in the section below.
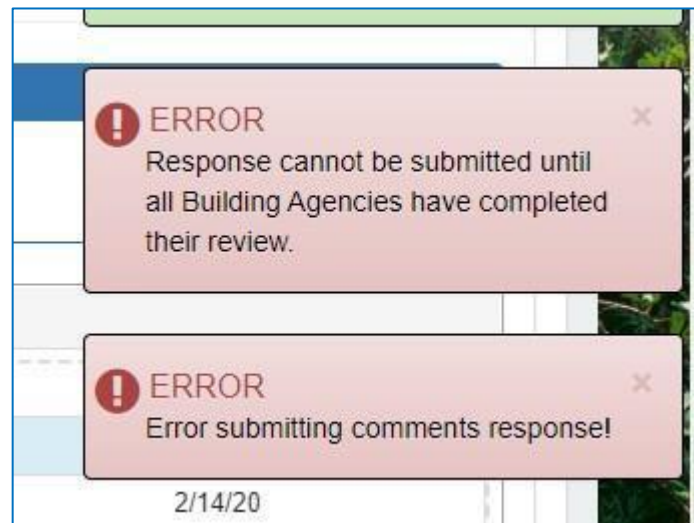
# How do I upload my NOC and other supporting documents after application submittal?
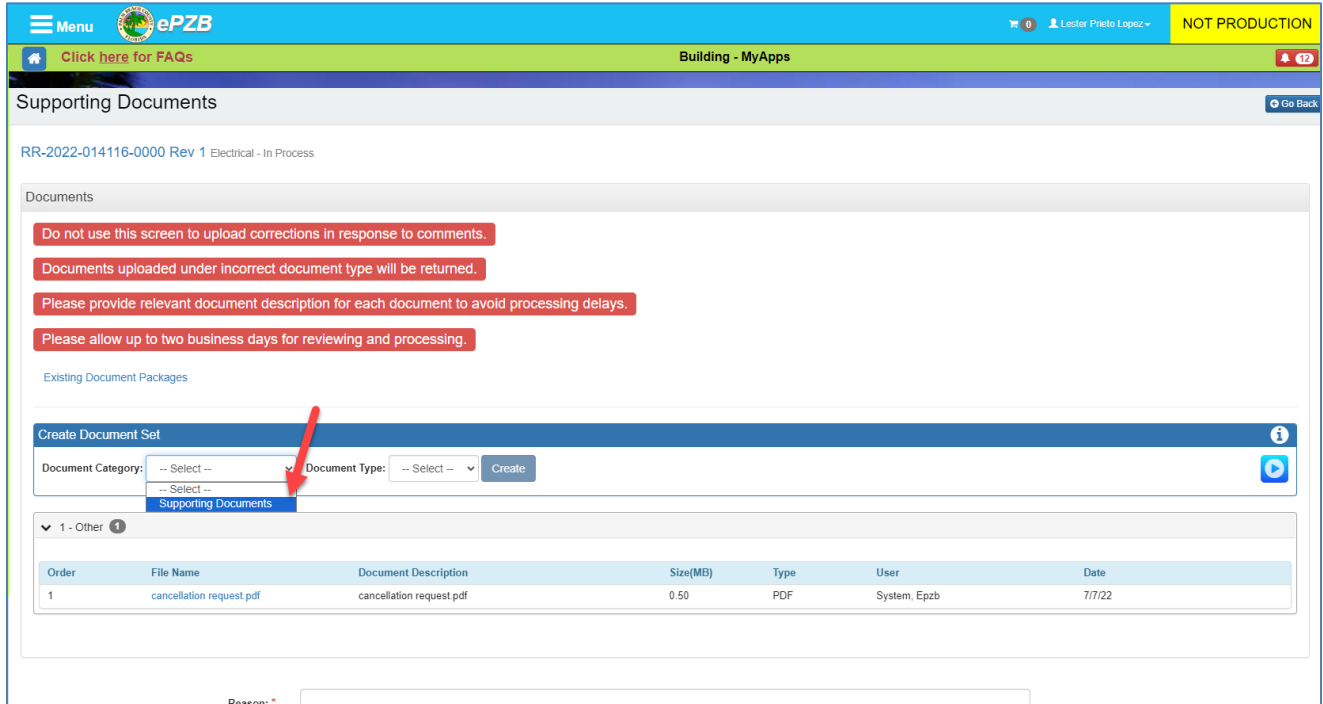
Click on **Supporting Documents** on the Welcome page as shown below.
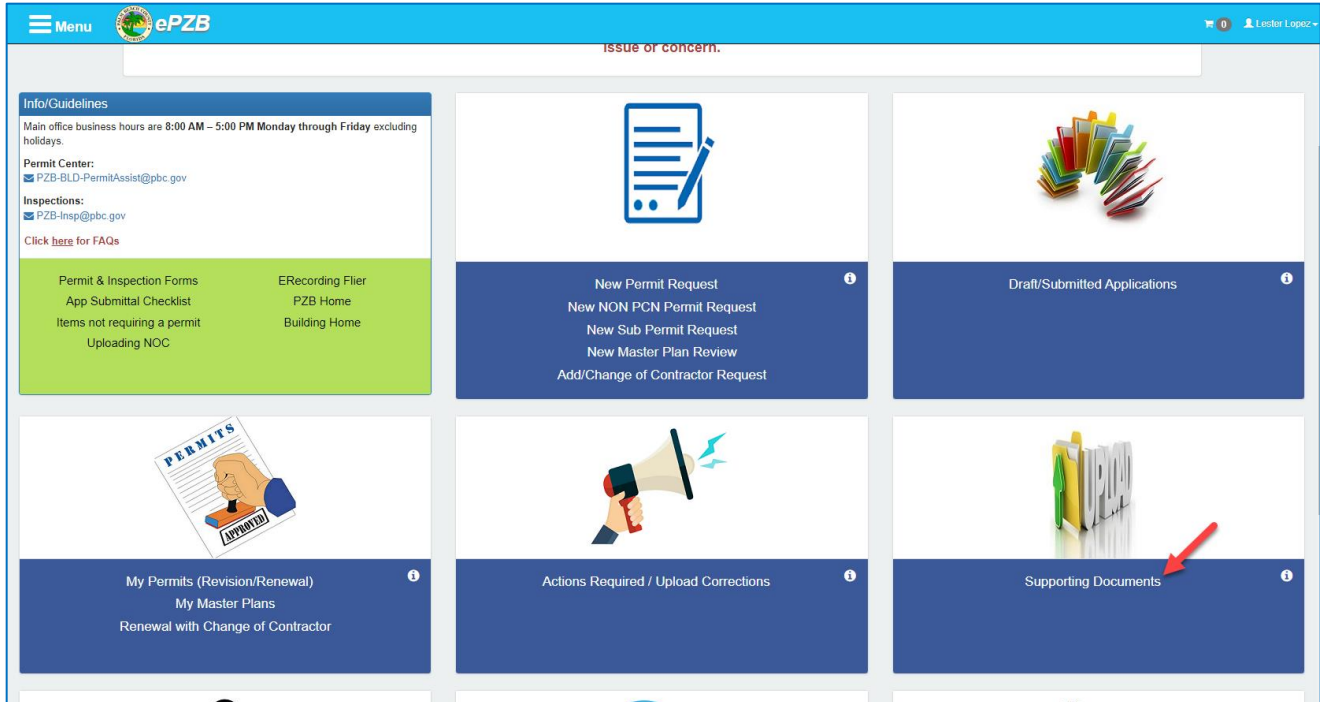


Locate your application in the next screen and click the **Upload Docs** link.

In the **Supporting Documents** screen, you will only see "Supporting Documents" in the Document Category dropdown. You may upload these documents at any time.



Under normal circumstances, you can upload Drawings and Application Documents in response to comments from the **Actions Required** screen.

In some circumstances if you need to upload Drawings or other Application Documents, but you do not have any comments to respond to in the **Actions Required** screen, you may call the Building division for special permission to upload these documents. When permission is granted, you will see "Drawings" and "Application Documents", in the document category dropdown. Once all the desired documents are added

1. Select Upload/Save
2. Enter the Reason for adding addition documents (NOC…etc)
3. Select Submit

**NOTE: Addition of documents is not complete until a Reason is entered and Submit button is clicked.**

Once you submit the documents uploaded in this screen, they will go for sufficiency review by the Building division and this Submittal may be returned. If your Submittal is returned, you will see a "Resume Returned Resubmittal" link in **Actions Required**. Click the link, make changes as suggested and resubmit (example screenshot below).

If your document submittal is accepted, the documents uploaded will become part of the application and any reviewer can view them.

## Action Required

| Application No ⇕ | Rev ⇕ | Rnw ⇕ | Permit Description ⇕ | Contractor ⇕ | Situs Address ⇕ | Status ⇕ | Action Requested Date ⇕ | Action Required |
|---|---|---|---|---|---|---|---|---|
| | | | All ▾ | | | All ▾ | | All ▾ |
| M-2020-019930-0000 | | | HVAC - Eqpmt C/O - Res - W/In Unit | CMC-056935 | 539 Mulberry Grove Rd, West Palm Beach, 33411 | Printed | 03/24/2020 | Pay Fees |
| PR-2020-019938-0000 | | | Plumbing Water Heater C/O - within unit 1-2 Family | CFC-039977 | 539 Mulberry Grove Rd, West Palm Beach, 33411 | Draft | 03/26/2020 | Resume Returned Application |
| PR-2019-019521-0000 | | | Adult Care Facility | CAC-1813565 | 539 Mulberry Grove Rd, West Palm Beach, 33411 | In Process | 04/19/2020 | Resume Returned Resubmittal |

Total Records: 73

⏮ ⏪ 4 5 6 7 **8** ⏩ ⏭ 10 ▾

# How do I upload documents that I missed during application submittal?

As discussed in detail in previous section.

Under normal circumstances, you can upload missing Drawings and Application Documents in response to comments from the **Actions Required** screen.

In some circumstances if you need to upload Drawings and other Application Documents, but you do not have any comments to respond to in the **Actions Required** screen, you may call the Building division for special permission to upload these documents. When permission is granted, you will see "Drawings" and "Application Documents" in the document category dropdown in the **Supporting Documents** screen as shown below. Upload the missing documents in the appropriate category and submit.
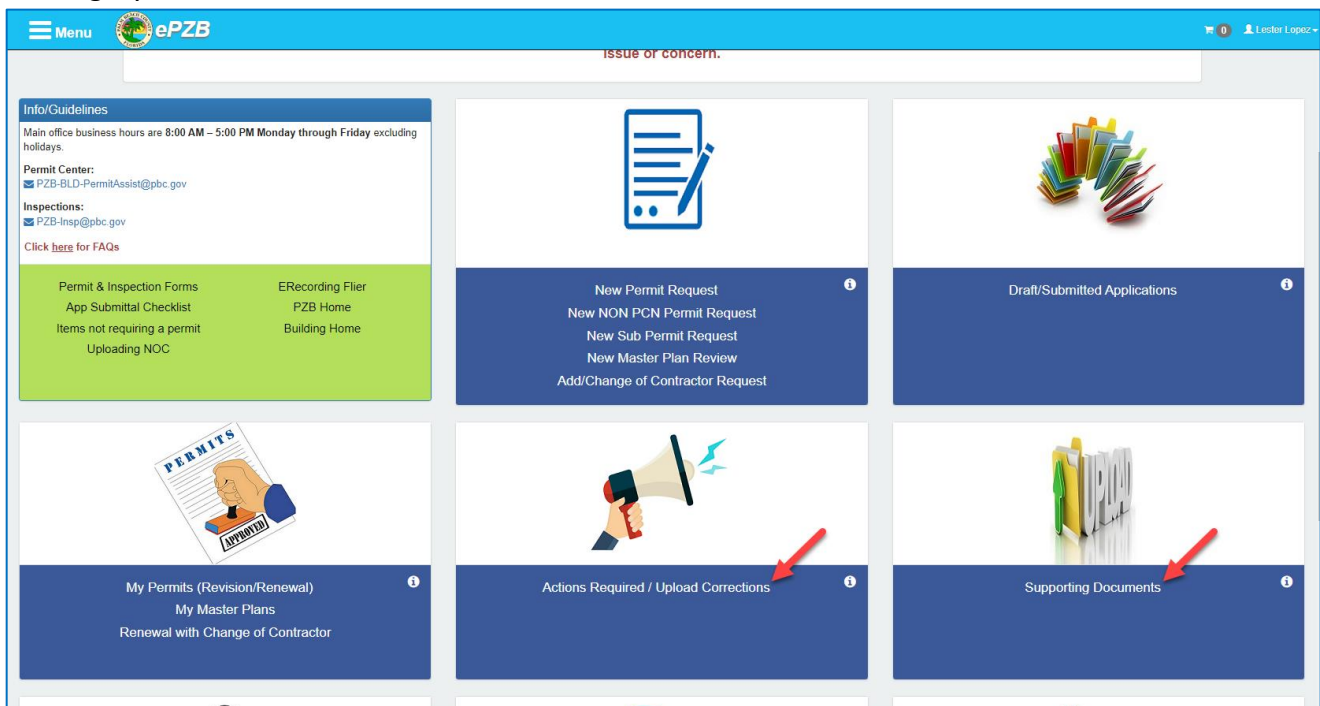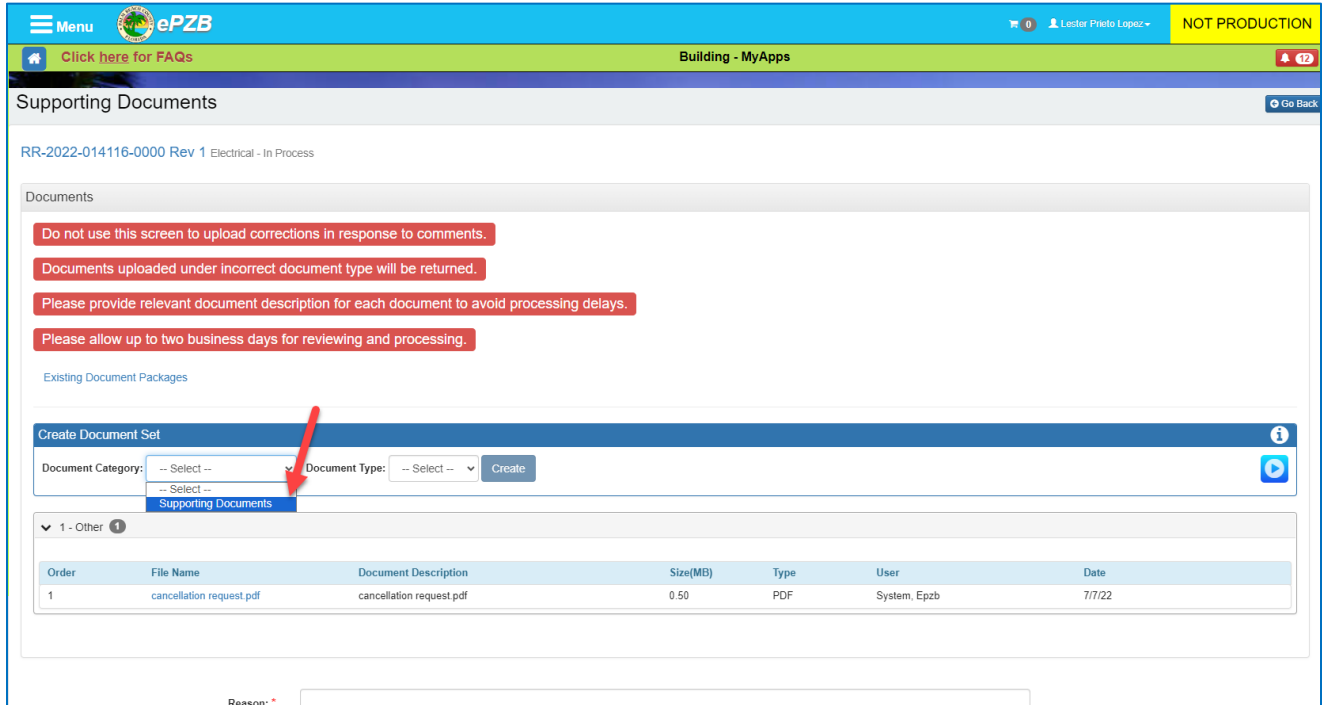


Locate your application in the next screen and click the **Upload Docs** link.

| FS-2019-004945-0001 | | | General Electrical | EC-0001095 | 6558 Lantana Rd, Lake Worth, 33467 | Mangoli, Sanjeev | 04/13/2020 | In Process | Upload Docs |
| PR-2020-019958-0000 | | | Dock Non-Residential | CBC-042257 | 100 Loquat Tree Dr, Lake Worth, 33462 | Tiwari, Rajesh K | 04/19/2020 | In Process | Upload Docs |
| Total Records: 70 | | | | | | | | | |

⟨⟨ ⟨ 1  2  **3**  ⟩ ⟩⟩  25 ▼

In the **Supporting Documents** screen, you will only see "Supporting Documents" in the Document Category dropdown. You may upload these documents at any time.



Once all the desired documents are added:
1. Select Upload/Save
2. Enter the Reason for adding addition documents (NOC…etc)
3. Select Submit

**NOTE: Addition of documents is not complete until a Reason is entered and Submit button is clicked.**

## Where can I see the comments for returned supporting documents displayed?

When you submit an incorrect documentation with your application, or a submitted document is missing required information for your permit to be approved, you will receive an email letting you know that the document package submitted for your application has been returned during sufficiency review. You will be able to see the returned reasons and the comments in that email.

The document package submitted for application **PR-2024-019393-0000 Single-Family Dwelling Detached** has been returned during sufficiency review. Following were the reasons for return.

**Reasons:**
1. Incomplete Information

**Comments:**
Information is missing in the document. Please correct and resubmit again.
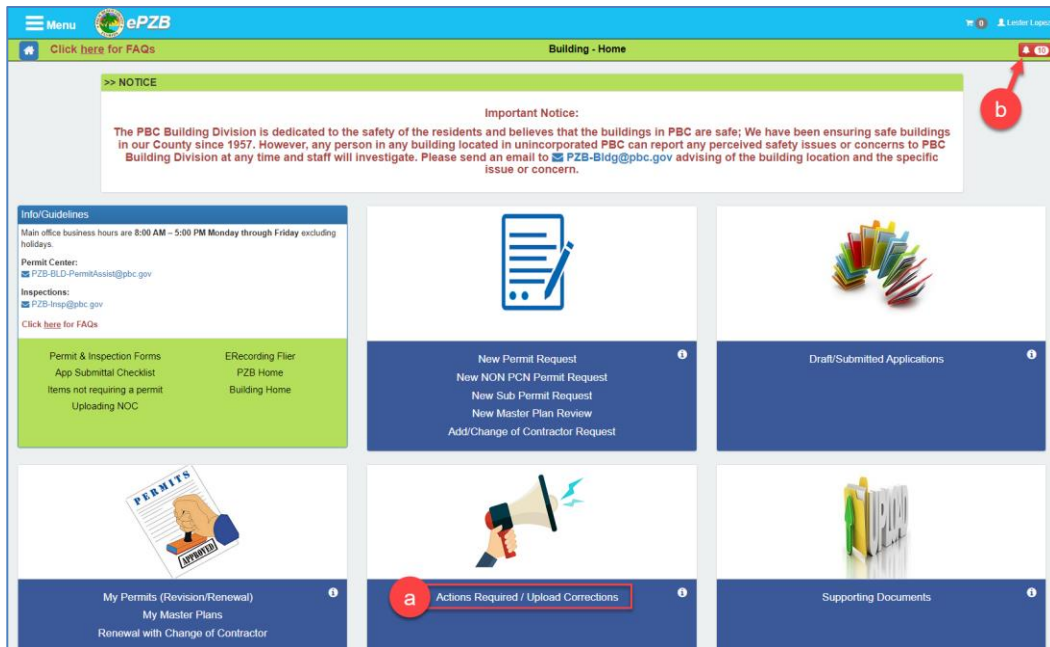
**Reviewer Name:** Lopez, Lester
**Email:** LLopez@pbc.gov
**Phone No:** 561-234-5678

Please log in to your ePZB portal account and resubmit the corrected document package.

This is an auto generated email sent by Palm Beach County Building Department. Please do not reply.
https://www.pbcgov.org/ePZB.Admin.WebSPA/#/

In addition to that email, you will be able to see the document returned information as an action item in the "Action Required" page on the customer portal website. There may be some cases when a reviewer returns a document, but no further action is required from you. In these cases, you can **only** find the reasons for your return and comments **in your email**. Your portal will not have an action item, as you will not be required to take further action.

1. Log in to the customer portal website. You have two options to access the "Action Required" page from your portal:

   a. Click on the "Actions Required / Upload Corrections" link, or…

   b. Click on the bell icon located on the top-right corner of the page, which indicates the number of required actions that need your attention.

2. The "Action Required" page will display. Here you will see the returned application with a link to resume the returned resubmittal.

   a. Click on the link "Resume Returned Resubmittal".



3. The "Supporting Documents" page will display. The return details will show at the top of the page with the following information:

   a. **Status:** Returned.

   b. **Review:** Reviewer's name, phone number, and email address.

   c. **Returned Reasons:** The reason why the document was returned.

   d. **Comments:** The comments from the reviewer that will give you more information about what needs to be corrected and resubmitted.



Refer to the second part of the previous section: as the rest of the process to resubmit a corrected document is the same.

# Can I designate someone else to prepare and submit permit applications on my behalf?

There is a proxy functionality available for situations like this. A contractor can make any other registered user his/her contractor proxy using the **Manage Proxy** screen.

**Please note:** A contractor proxy may prepare an application on behalf of the contractor, but the contractor must login and submit the application prepared by the Proxy. Once the application is submitted, the proxy can respond to comments and upload documents on the application without any further involvement by the contractor. The contractor can find the applications prepared by the proxy in the **Draft/Submitted Applications** area.
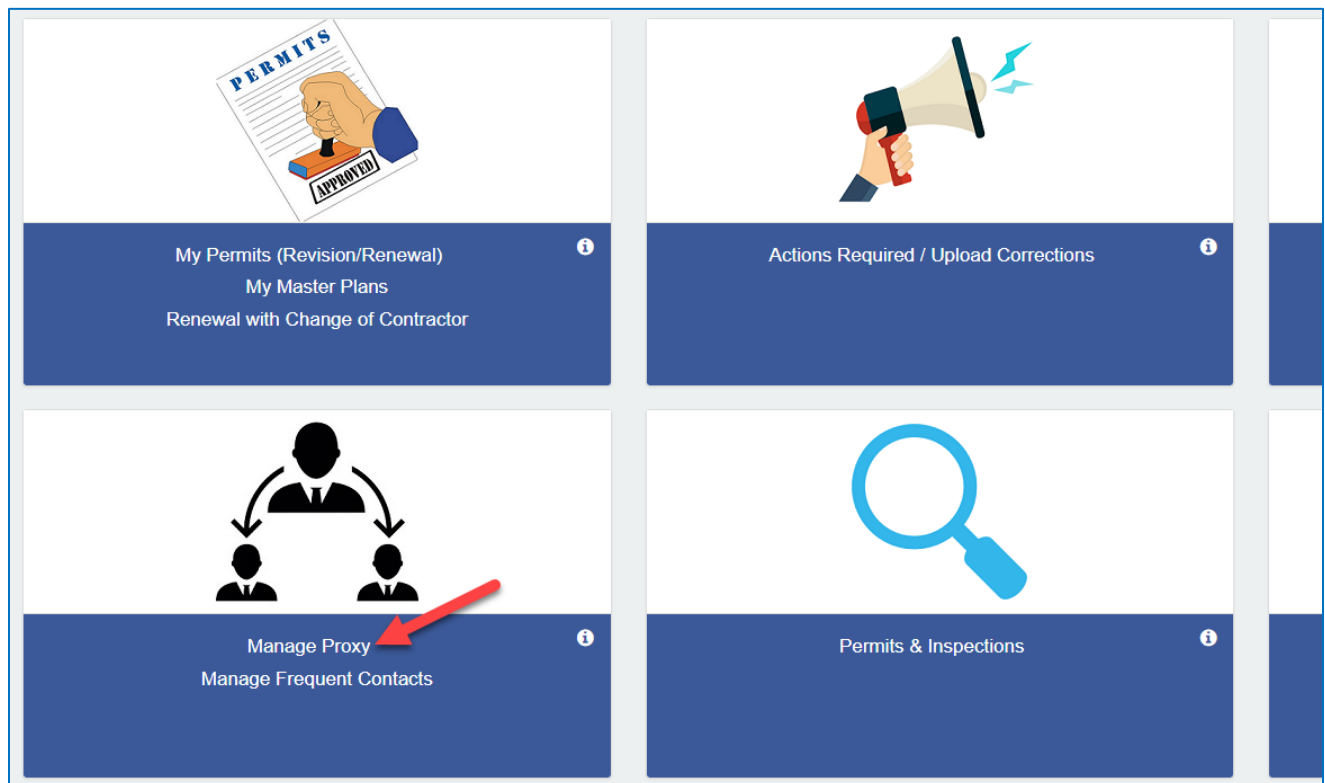


On the "Contractor Proxy" tab, click the **Add Proxy** button to add a new proxy.

In the **Add Contractor Proxy** screen you may add an already registered user or invite a new user to become your proxy.



Once the proxy is added successfully, you will see them listed in the Contractor Proxy tab as shown below.

A Contractor may delete the proxy at any time and the proxy would lose access to all applications belonging to the contractor.

Contractor proxy functionality is more suitable for office staff and permit expeditors.

There is another type of proxy called "Application Proxy" as shown above. Application proxy is a proxy on a particular application. The Application proxy can respond to comments and upload documents on that application only. The application proxy cannot prepare applications like the contractor proxy can.

Application proxy functionality is more suitable for Architects etc. when their involvement is required on a particular application for responding to comments related to drawings prepared by them.

## Where do I see and download my permit card and other permit documents?

Click on the **My Permits** area.
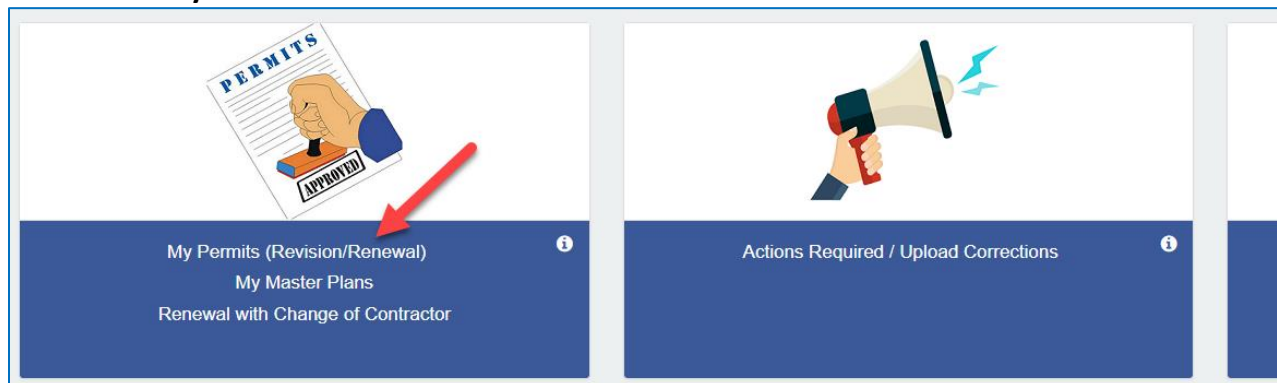


Locate your permit in the list and click on the green documents icon. The permit card and other approved documents can be found there for download and print.



**IMPORTANT NOTE: All required documents must be printed to scale on-site and be legible. Failure to provide required documents or unreadable documents will result in an automatic failure and re-inspection fees.**

## Can I designate someone else to respond to comments on my application?
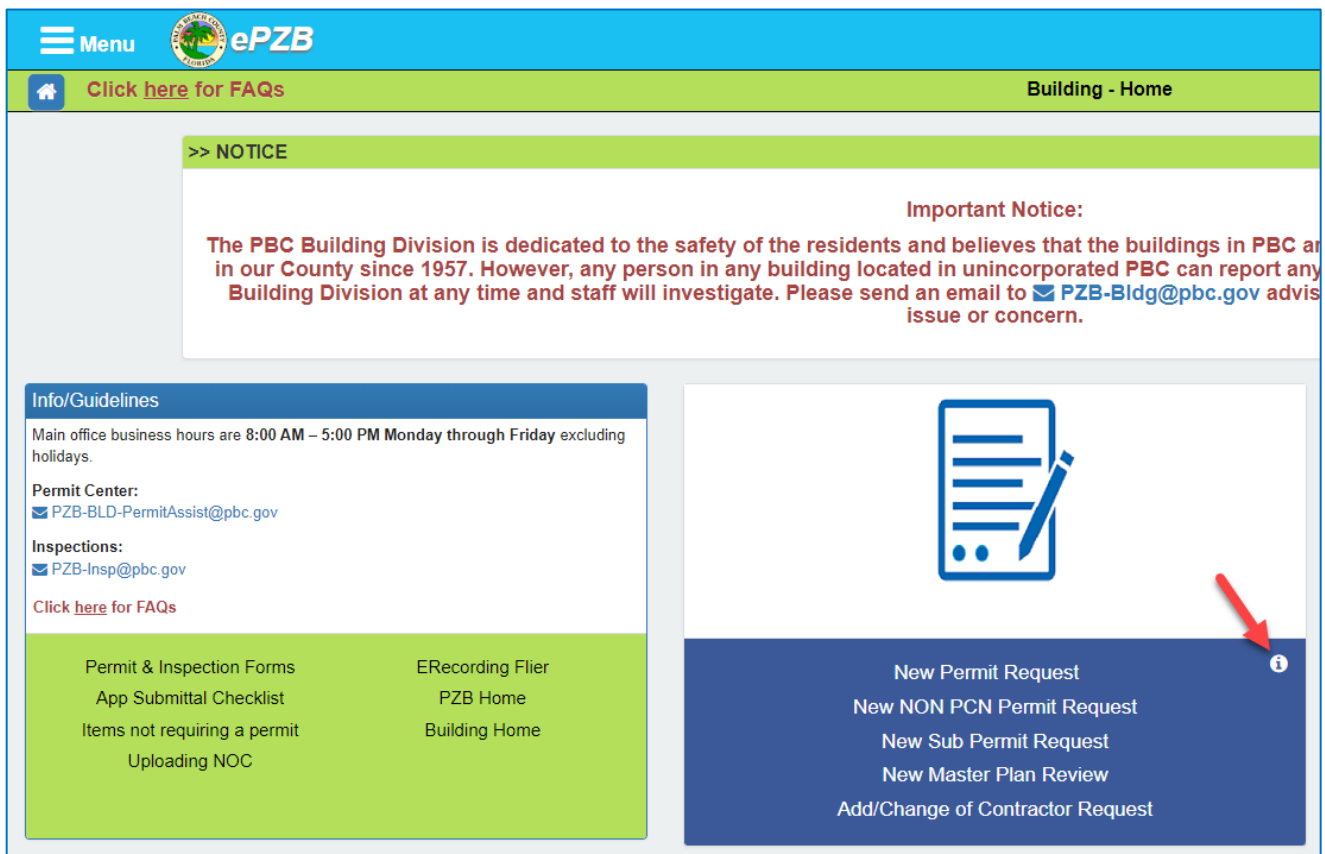
A contractor proxy or an Application proxy can respond to comments on your application. Please refer to **Can I designate someone else to prepare and submit permit applications on my behalf** section for more details.

## Can I designate someone else to upload documents on my application?

A contractor proxy or an Application proxy can upload documents on your application. Please refer to **Can I designate someone else to prepare and submit permit applications on my behalf** section for more details.

## What other help is available on the portal?

Click on i icon 🛈 as shown below anywhere for help related to that area or item.

## Where is my application?

Your application will be in either **Draft/Submitted Applications** or **My Permits (Revision/Renewal)** depending upon the status of the permit application. Applications can be found in "Draft/Submitted Applications" until the permit is issued.  Once issued, the permit is then found under "My Permits".   In addition, at any time, you can click on "Actions Required" to see a list of your applications and permits that are waiting for you to take some action in order to continue processing. These actions include Resume Application, Respond to Comments, Make a Payment, etc.
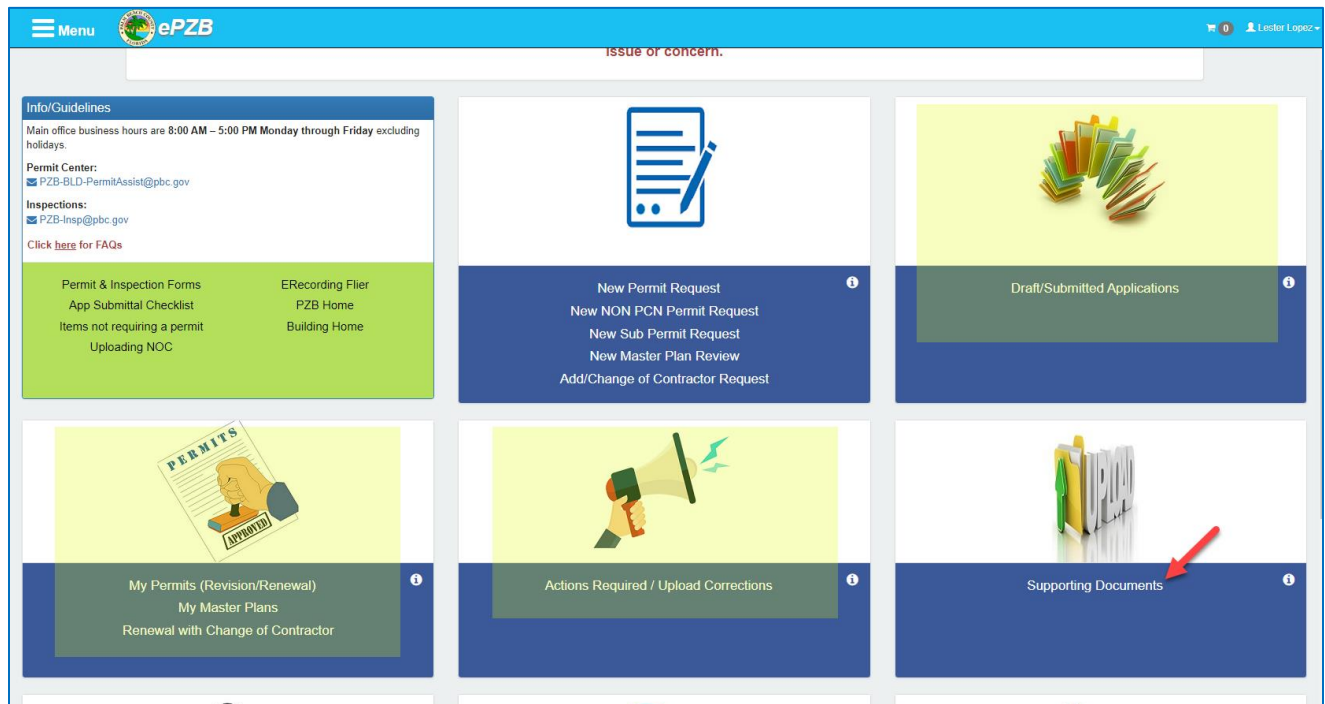


## What is Actions Required?

Permit applications show in this area when the system is waiting for an action from your side to proceed further with application processing.

Typical reasons an application that will show up in **Actions Required** are:



1. Fees are due on the application
2. Application was returned during sufficiency
3. Reviewer sent comments on the application
4. Document submittal was returned during sufficiency
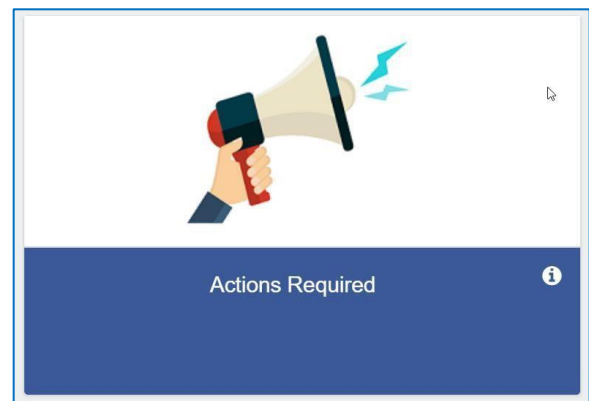
## Can I create a permit request and complete it later?

Yes, you may save your application and finish it and submit it later. Use the **Save & Complete Later** button as shown below at any time while preparing your application.



You can resume working on the application by going to **Draft/Submitted Applications** and then locating your application by reference number as highlighted above in **Draft Applications**. Click the **Resume** link to continue working on your application. If the application is no longer needed, you may delete it as well.

## My proxy prepared a permit application, how do I submit it?

The application prepared by your proxy can be found in **Draft/Submitted Applications** in the "Draft Applications" tab. You may click on **Resume** to review and submit it.

## What communication will I receive on my permit application?

You will receive an email at significant events during the processing of your permit application. The email will be from [No-Reply@co.palm-beach.fl.us](mailto:No-Reply@co.palm-beach.fl.us) and will have details about the significant event and if any action is required on your part. If the application was prepared by a proxy, they will also receive an email. Some examples of when you will receive an email are:

1. Fees due on the application
2. Decisions on the application during sufficiency review
3. Application returned during sufficiency review
4. Comments sent by a reviewer
5. Decisions on document submittal during sufficiency review
6. Application approved
7. Permit issued
8. Adding/Removing a proxy

## What online functions are available for owner/builders and installers?

Owner/Builders and Installers can apply for all the primary permits online except self-issued permits and sub permits. Online Self-Issued permits and Sub Permits are available only for registered contractors.

Owner/Builders and Installers can also apply online for revisions and renewals on the primary permits which were applied for online. Owner/Builders and Installers can also schedule inspection on permits which were applied for online by using their portal account.

## What are the document submittal guidelines?

For **All** Documents:

- Each document must be uploaded to the appropriate Document **Category** and **Type**
- The documents must be in the correct order for Review. The upload interface provides multiple ways to sort the documents
- The documents should be oriented properly
- File size cannot be greater than 10 Mb

- The document name must be less than or equal to 80 characters For **Drawing** Category documents.
  - The user must submit one file per page
  - PDF files are required
  - PDF files electronically created are preferred
  - PDF files created by scanning a paper document are discouraged
  - PDF files must be digitally signed using trusted CA certificates, if applicable
  - The file name must remain the same when replacing an existing file

For **Application** or **Supporting** Category documents:

- The user may submit multi-page PDF files

Caution: <span style="color:red">Do not scan and combine multiple documents into one file, each document should be uploaded as a separate file.</span>

## How do I schedule/cancel an inspection on my permit?

If you would like to schedule an inspection on your permit, you can call our automated system at (561-355-2222). You can also schedule an inspection online. To schedule an inspection online, feel free to use either one of the following two methods:

**Method 1: Permits & Inspections**

For this method, keep in mind that you will need a PIN provided by the contractor to be able to schedule an inspection. If they don't have their PIN number, they must contact Contractor Regulations at 561-233-5525 or pzbccert@pbc.gov. If you are an Owner/Builder, we provide your PIN. Please contact Permit Assist at 561-233-5119 or pzb-BLD-PermitAssist@pbc.gov.

1. To Schedule/cancel inspections as well as seeing your inspectors information go to www.pbc.gov/epzb
   a. Hover your mouse over the box that says "Building"
   b. Select "Permits & Inspections"
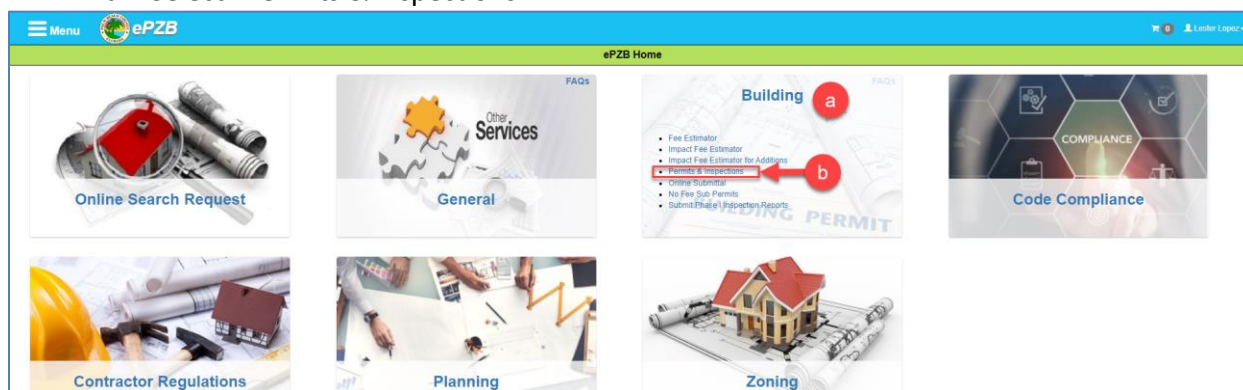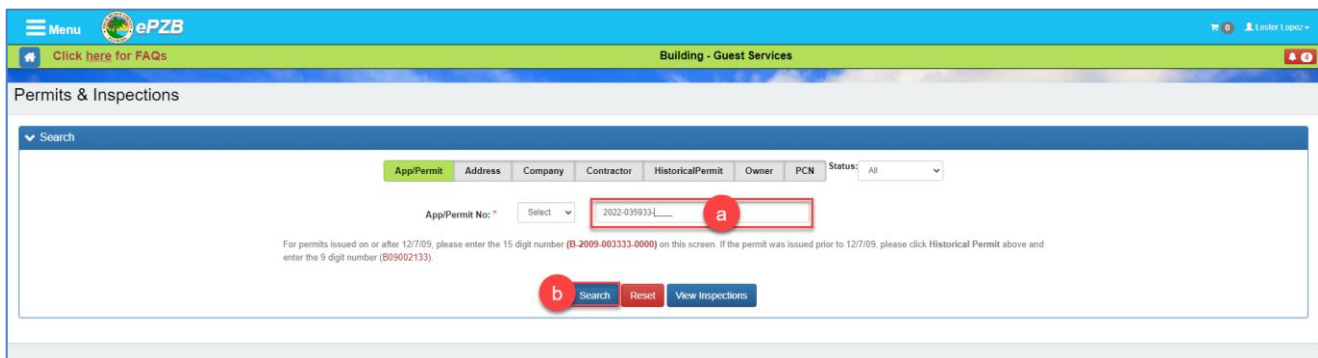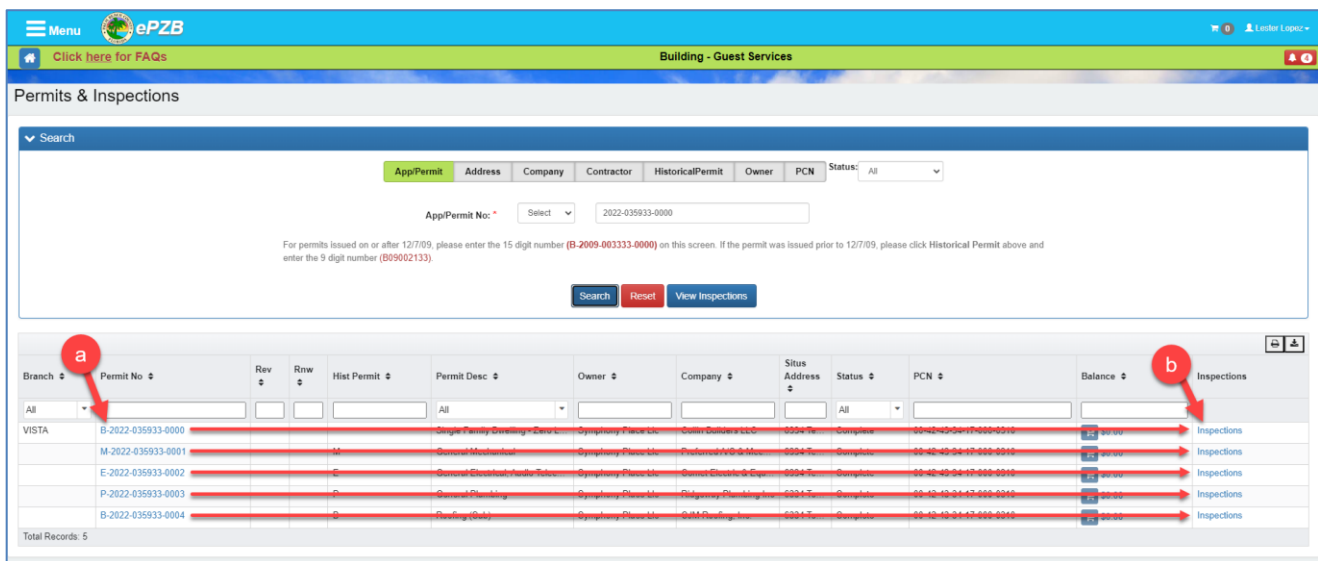
2. The "Permits & Inspections" screen will display.
   a. Type in your permit number WITHOUT the letter and the four digits at the end.
   b. Click the "Search" button.
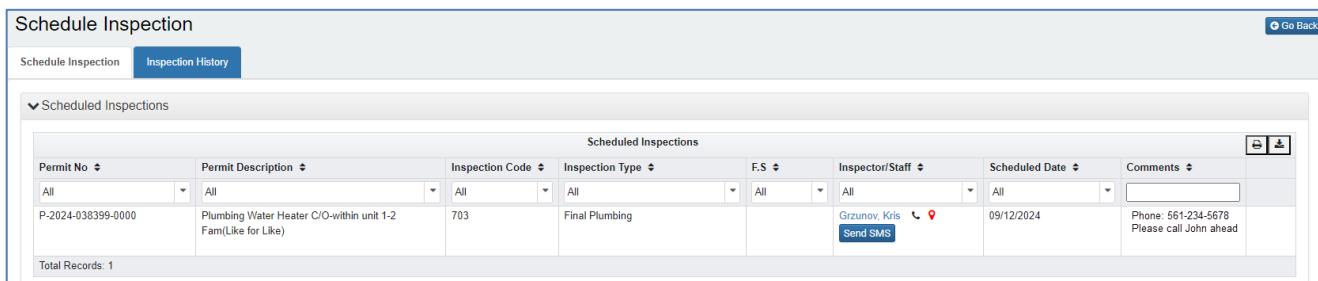


3. The permit information will display right below.
   a. Make sure to review the permit numbers listed under the "Permit No." column.
   b. Once you have located the Primary or the Sub Permit for which you want to schedule an inspection, click on the corresponding "Inspections" link next to that permit number.



4. The "Schedule Inspection" screen will display. If there is any inspection scheduled, you will be able to see the inspection listed under the "Scheduled Inspections" section.

5. You will be able to cancel any inspection listed as long as it is not scheduled for that same day. If you have inspections scheduled for future days, you will see a "Cancel" link on the right of the scheduled inspection.

   a. Click the "Cancel" link to cancel the future scheduled inspection.

   b. A confirmation message will display. Click on "Yes" to confirm, or "No" to not cancel.



6. Same day inspections should be canceled with the inspector assigned to the inspection. Please note that if you are not already logged into the portal, the contractor ID number (or owner builder ID) will be required. You may view your inspector's information on the day of your inspection in the same area where you schedule inspections.

   a. You can hover your mouse over your inspectors name to get his contact number. You can chose to text or call the inspector if needed. For your convenience, there is a phone icon next to the Inspector's name.

   b. There is also a "Send SMS" button that will allow you to send a text to the inspector's phone directly from your computer.

   c. Also next to the inspectors name, there is a red icon that will show you the inspector's route for the day. When you click on the red icon, it will automatically show you the map. You may change the view to show a table of his itinerary instead. This feature allows you to see how close your inspector is; as the map will show the stops the inspector has completed and how many stops away he is from your destination. The house icon indicates where your inspection is on the route.
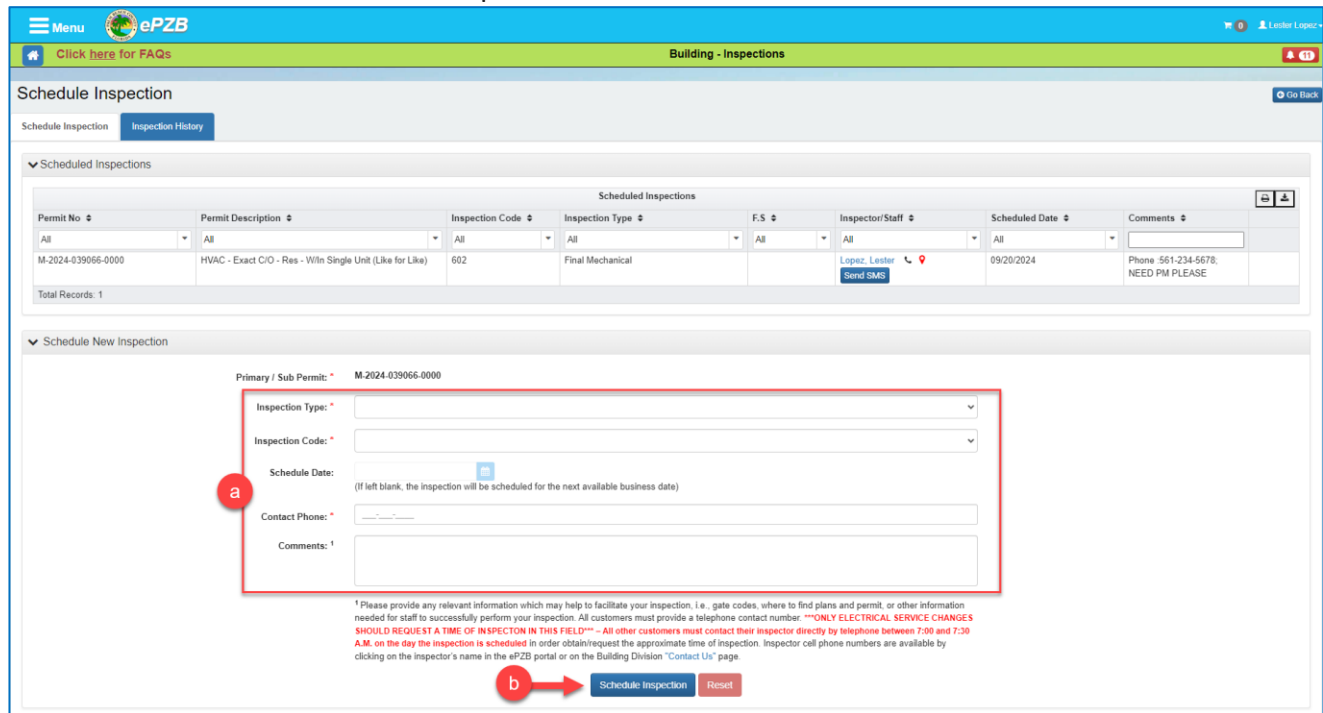


Note: Please see our Inspections Card for additional information on scheduling inspections over the phone and inspection request codes: PZB Inspections Information (pbc.gov)

7. To schedule the inspection, fill the required inspection details on the "Schedule New Inspection" section right below.
   a. Make sure to fill out all required fields.
   b. Click on the "Schedule Inspection" button.



8. This is where you will be asked to enter the Contractor ID/Owner Builder ID number.
   a. Enter the provided PIN or ID number.
   b. Click the Submit button.



9. The "Inspection was scheduled" success message will display.



Note: Inspectors start at 7:00 AM and end at 3:30 PM. We do not provide the inspection type/code required for your permit. Please direct specific inspection-related questions and inquiries on what inspection code to select to the Inspections Department at 561-233-5170 or pzb-insp@pzb.gov.

**Method 2: My Permits**

The previous method of scheduling an inspection online after your contractor or owner/builder provides you a PIN is still valid. Below is the new method of scheduling an inspection, where no PIN is required. Contractors can schedule an inspection on electronic, as well as paper permits, **after signing into their portal account**.

Owner/Builders and Installers can schedule an inspection online on permits applied for online only. If the permit was applied for on paper, the permit needs to be linked to the owner/builder or installer's portal account before an inspection can be scheduled online. Please contact the permit center for linking paper permits to your portal account. There are several other benefits of linking paper permits to your portal account such as the ability to file for revisions/renewals online.

From the welcome page click on the "My Permits" link as shown below.



The next screen shows all the Active and Inactive permits.

To schedule an inspection on an Active permit, click the  calendar icon in the Actions column as shown below.



Fill the required inspection details on the next screen. Make sure to fill out all required fields. Click on the "Schedule Inspection" button.



The green success message as shown below will be displayed if the inspection was scheduled successfully.

## How to see Inspection results?

Inspection results are available online on the Building portal at https://www.pbc.gov/epzb
Please visit the Permits and Inspections page using the link shown below.



Enter the permit number as shown below and click on "View Inspections"

Click on "Inspection History" tab as shown below. Inspection History screen shows all the resulted inspections and their result details as shown below.



## When will the inspections be done?

On the day of the inspection, Inspectors follow an itinerary to complete all the inspections scheduled for that day. You can see inspector's current itinerary on the Building portal at https://www.pbc.gov/epzb. Please visit the Permits and Inspections page using the link shown below.

Enter the permit number as shown below and click on "View Inspections"



To find out Inspector's itinerary you may click on inspector name as shown below.

The screen below shows inspector's itinerary for that day and you may check itinerary sequence for your address in the data shown.

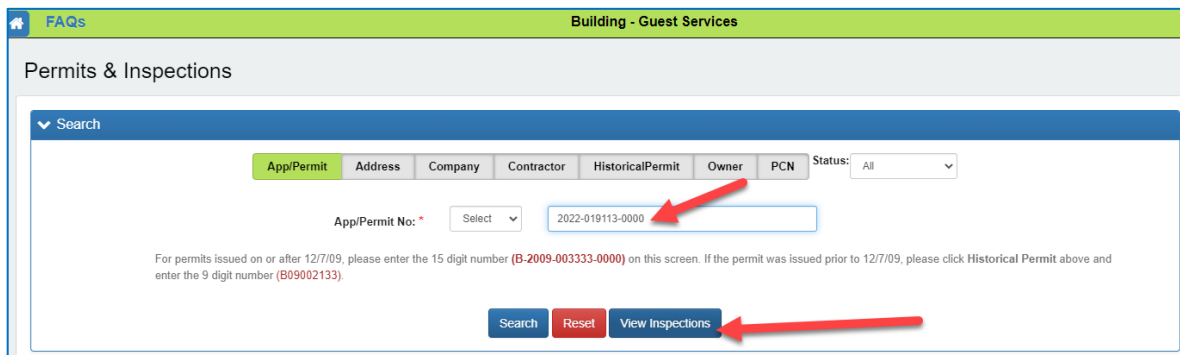| | | | | | | | Coleman, Paul T's (Phone: 561-662-9388) Itinerary for Today (07/01/2022) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

⊞ Table    🗺 Map

| Show All | | | | | Itinerary | | | | | | | 🖨 ⬇ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Itin Seq ⇕ | Insp Area ⇕ | Permit No ⇕ | Permit Description ⇕ | Insp Description ⇕ | Project ⇕ | Location ⇕ | Lot ⇕ | Bay ⇕ | Last Failed ⇕ | Result ⇕ |
| | | | | | | | | | | |
| 1 | 011 | B-2022-000118-0000 | Interior Improvement - Restaurant | Final Building | Lakeside Center MUPD | 8170 Glades Rd, Building K3 | 0020 | | | C |
| 2 | 011 | B-2022-015530-0000 | Fence - Pool Barrier - In Yard | Final Building | Timbers of Boca | 21170 White Oak Ave | 0330 | | 07/01/2022 | F |
| 3 | 011 | B-2020-031454-0000 | Reroofing - Commercial, Attached Res, Multi-Family | Final Building | Glades of Boca Lago Condo | 21885 Arriba Real, Unit Building 17B | 1702 | | | P |
| 4 | 011 | B-2020-031449-0000 | Reroofing - Commercial, Attached Res, Multi-Family | Final Building | Glades of Boca Lago Condo | 21887 Arriba Real, Unit Building 17A | 1701 | | | P |
| 5 | 011 | B-2021-024550-0000 | Reroofing - SFD/Duplex | Final Building | Glades of Boca Lago Condo | 21897 Arriba Real, Unit Building 16 | 1602 | | 05/19/2022 | P |
| 6 | 011 | B-2021-024552-0000 | Reroofing - SFD/Duplex | Final Building | Glades of Boca Lago Condo | 21933 Arriba Real, Unit Building 20 | 2002 | | | P |
| 7 | 011 | B-2021-024551-0000 | Reroofing - SFD/Duplex | Final Building | Glades of Boca Lago Condo | 21935 Arriba Real, Unit Building 20 | 2001 | | | P |
| 8 | 011 | B-2021-024548-0000 | Reroofing - SFD/Duplex | Final Building | Glades of Boca Lago Condo | 21899 Arriba Real, Unit Building 16 | 1601 | | 05/19/2022 | P |
| 9 | 011 | B-2021-032249-0000 | Alterations - Non-Residential | Final Building | Rainberry West of Boca Plat 1 | 21644 S State Road 7 | 0000 | | | P |
| 10 | 011 | B-2021-045439-0000 | Accessory Structure - Misc | Final Building | Palma Vista | 21087 Bella Vista Cir | 0420 | | 07/01/2022 | F |

Total Records: 21

|◁  ◁◁  **1** 2 3 ▷▷ ▷|  10 ▾

[ Close ]

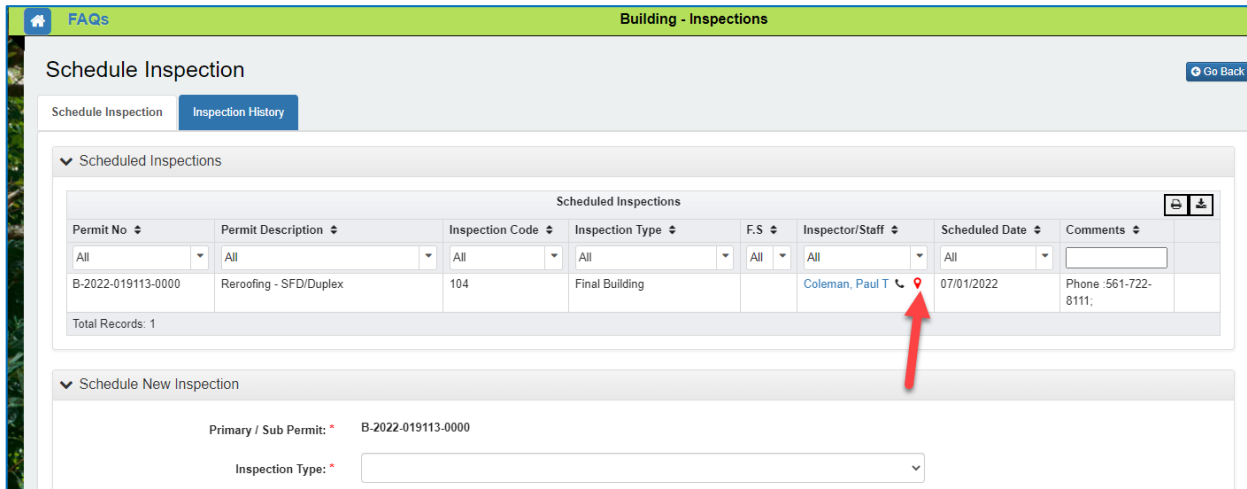## How do I see inspector location?

On the day of the inspection, Inspectors follow an itinerary to complete all the inspections scheduled for that day. You can see inspector's current location online on the Building portal at https://www.pbc.gov/epzb Please visit the Permits and Inspections page using the link shown below.
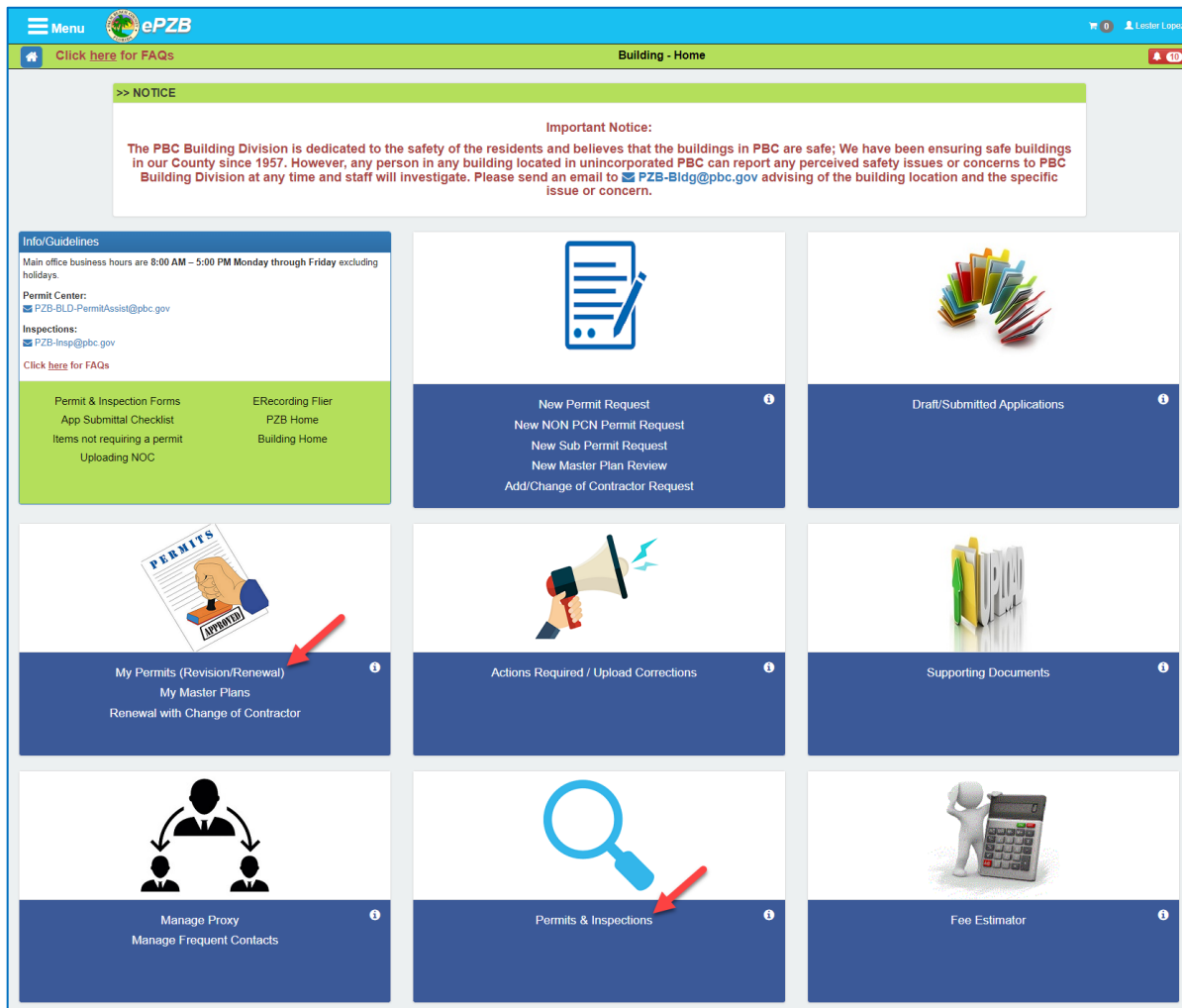


Enter the permit number as shown below and click on "View Inspections"

On the Building Inspections page shown below, click on the map icon indicated below by red arrow. You would not see any data on this screen if your inspection has already been completed. The inspection results can be seen by clicking on Inspection History tab on this page.
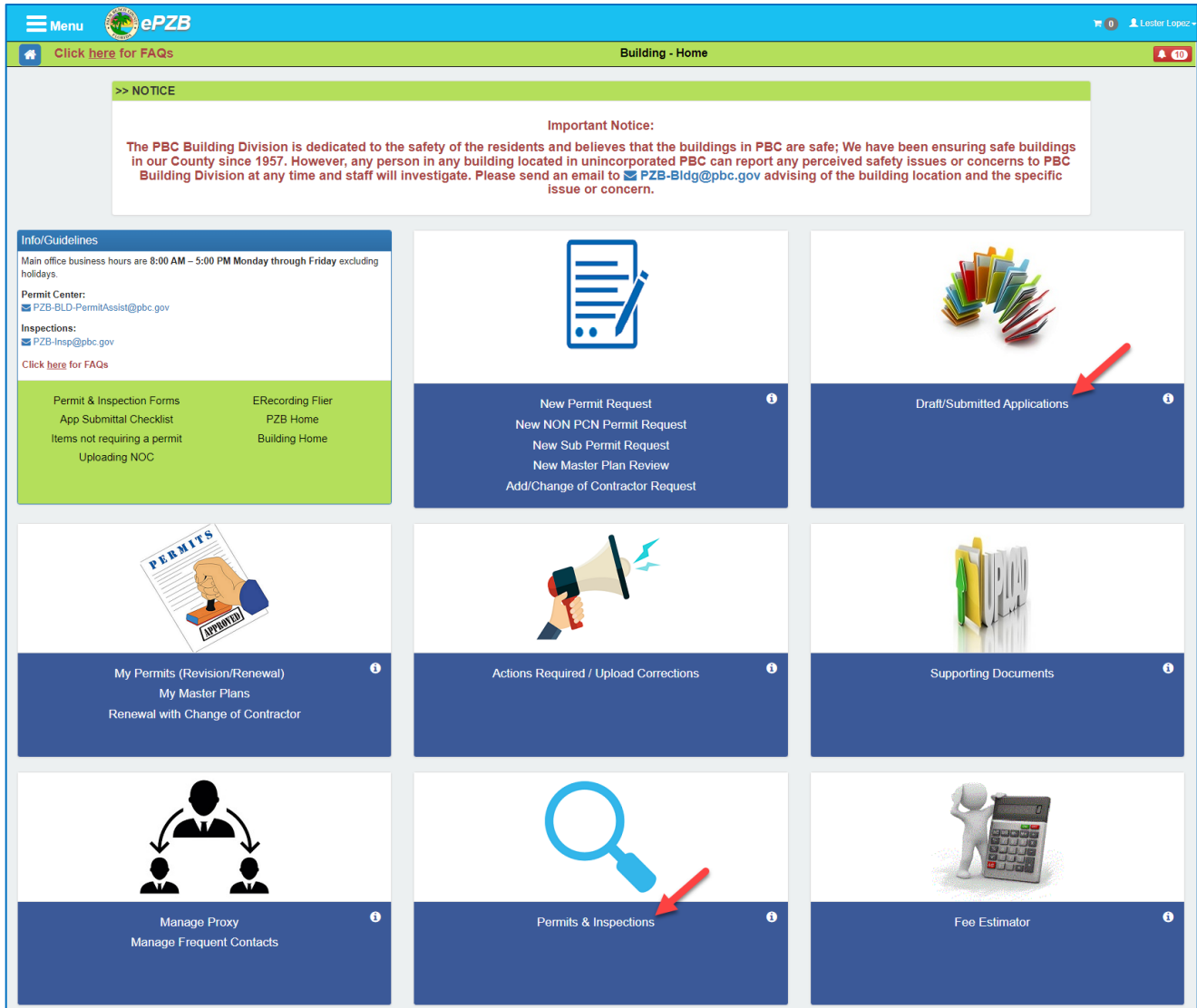


In the screen below, we can see below there are 4 type of icons used to indicate different types of information. There are icons to show

1. Resulted inspection locations
2. Your address location on the map
3. Un-Resulted inspection locations
4. Inspector's current location
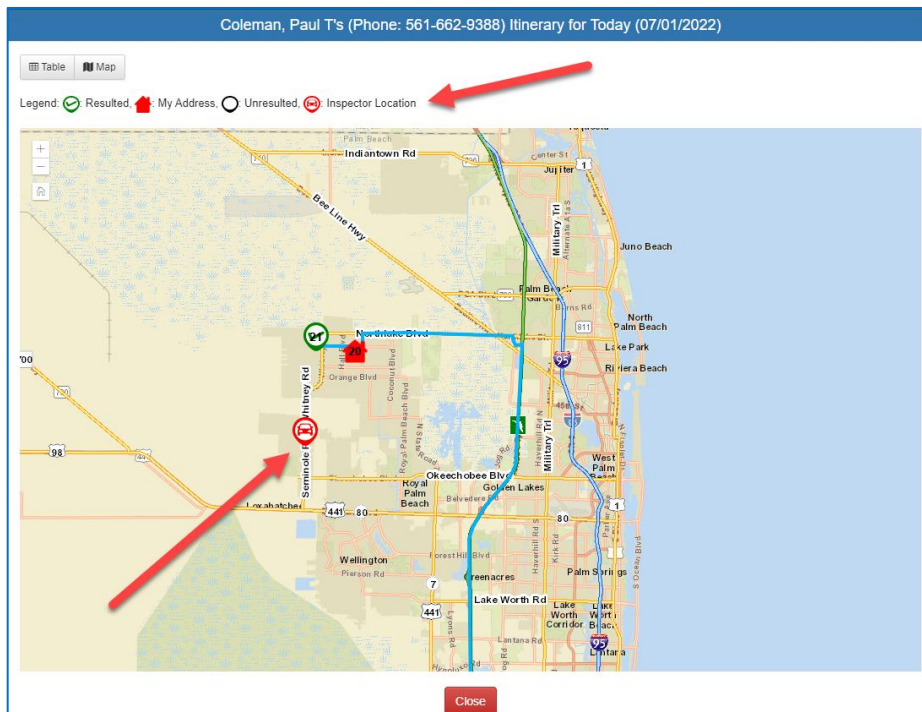
## What is the review status of my application and when will my permit be issued?

To view the review status of a permit application click on the "Permits & Inspections" area on the Building portal welcome page as shown below. You can also access this screen from the left side menu as shown in the next screenshot. If you applied for the permit online, you can skip these steps and access the application directly from the "**Draft/Submitted Applications**" area on the Building portal welcome page.

Search for the application as shown below OR locate the application on the "Draft/Submitted Applications" screen.



Click on the Application number link.

On the "View Application" screen, click on the Review Status link as shown below.



The screen shows the review status of each agency involved with the permit application. It shows if the application is in the queue to be reviewed OR if a reviewer is working on the application OR if the application is already approved. It also shows Min/Max review days for each agency and the Average number of reviews. In the bottom section it shows 10 recently issued permits for the same type of work and the average calendar days it took to issue the permits. You may also select different permit descriptions to view.



**Review Status**

Agency review status for your application PR-2020-039589-0000

| Agency | Detail | *Min Review Days | *Max Review Days | *Avg No Of Reviews |
|---|---|---|---|---|
| PERMIT TECH | Application in queue to be reviewed. There are 137 applications ahead of your application awaiting review. | 1 | 2 | 2 |
| PE-B | Reviewer has sent comments on your application. Please check portal action items to prepare and submit response. | 1 | 2 | 1 |
| PE-E | Tiwari, Rajesh K has started review of your application. Review time for this type of application can be 1 days to 2 days depending upon how many reviews/resubmittals are needed before application is approved. | 1 | 2 | 1 |
| PE-M | Application in queue to be reviewed. There are 33 applications ahead of your application awaiting review. | 1 | 2 | 1 |
| PE-P | Application assigned to Tiwari, Rajesh K for review, There are 0 applications ahead of your application in reviewer's workload. | 1 | 2 | 1 |
| PE-F | Application in queue to be reviewed. There are 34 applications ahead of your application awaiting review. | 1 | 5 | 2 |

* Review Days/No of Reviews depends upon the quality/correctness of documents submitted with the application

**Recently issued permits**

Permit Description: Single Family Dwelling - Zero Lot Line    [Filter]

Recent permits issued for Single Family Dwelling - Zero Lot Line

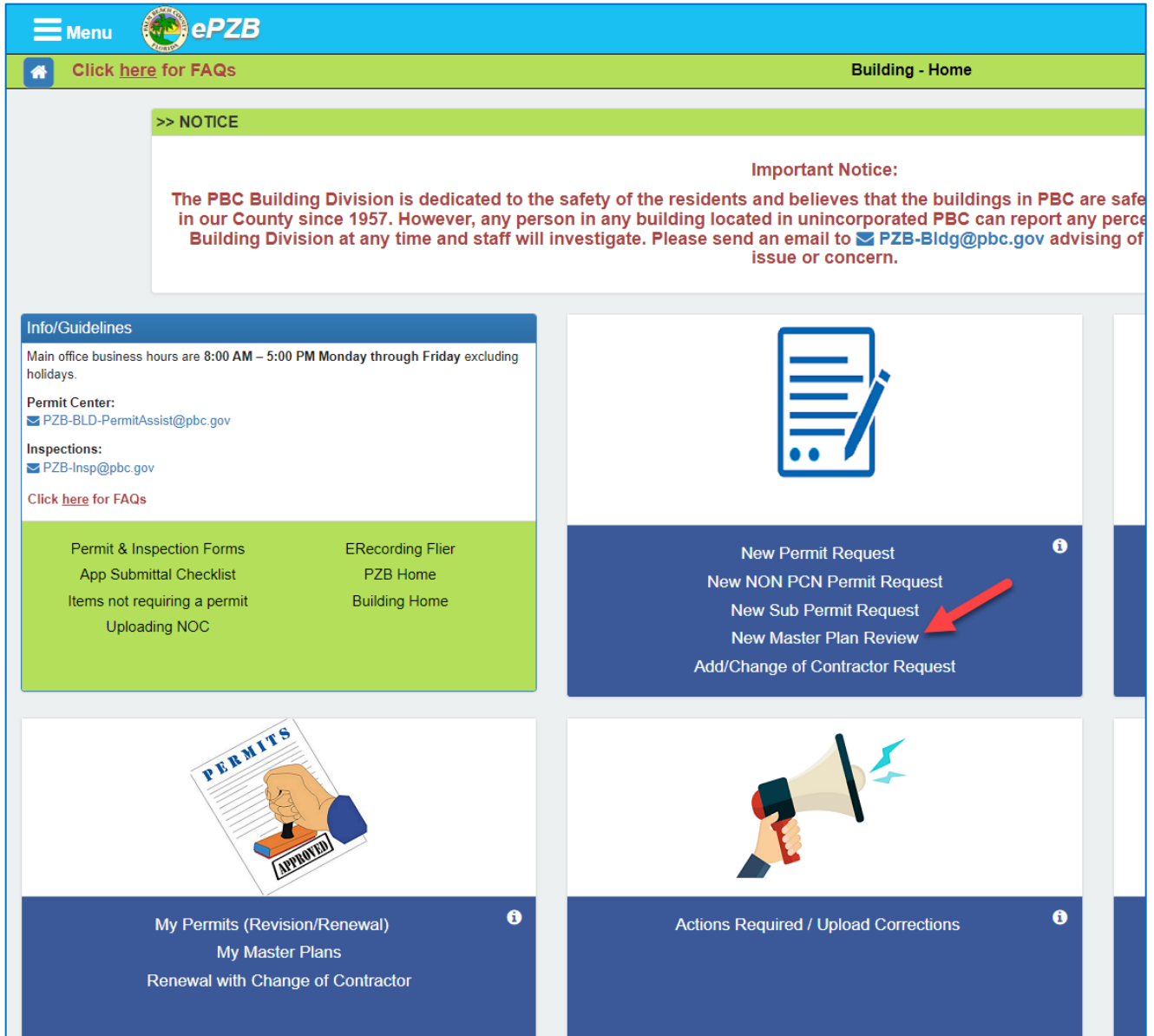| Permit No | Intake Date | Issued Date | Max Reviews | **Calendar Days to Issue Permit |
|---|---|---|---|---|
| B-2020-039183-0000 | 10/07/2020 | 10/23/2020 | 1 | 17 |
| B-2020-038986-0000 | 10/06/2020 | 10/21/2020 | 1 | 16 |
| B-2020-038918-0000 | 10/06/2020 | 10/21/2020 | 1 | 16 |
| B-2020-036877-0000 | 09/22/2020 | 10/20/2020 | 2 | 29 |
| B-2020-038784-0000 | 10/05/2020 | 10/20/2020 | 1 | 16 |
| B-2020-038766-0000 | 10/05/2020 | 10/20/2020 | 1 | 16 |
| B-2020-038763-0000 | 10/05/2020 | 10/20/2020 | 1 | 16 |
| B-2020-038328-0000 | 10/01/2020 | 10/20/2020 | 1 | 20 |
| B-2020-037736-0000 | 09/28/2020 | 10/20/2020 | 1 | 23 |
| B-2020-037940-0000 | 09/29/2020 | 10/19/2020 | 1 | 21 |
| | | | Average calendar days to issue permit: | 19 |

** Includes time for applicant to prepare and submit resubmittals

[Close]

# How do I apply for a Master Plan Review?

New Master Plan Review is a request for Review of a master plan or design of a structure. The master plan is not to be built or linked to property at this point. It becomes an approved set of Master Plans that may later be inherited from during a New Permit Request. This type of permit request is referred to as a child of the master plan. This child is linked to a parcel and will be built.

Click on the "**New Master Plan Review**" link as shown below.

The MP Holder may be designated in one of three ways.

1. Select a Contractor. These are licenses directly linked to this account or licenses that have been granted proxy from another account.
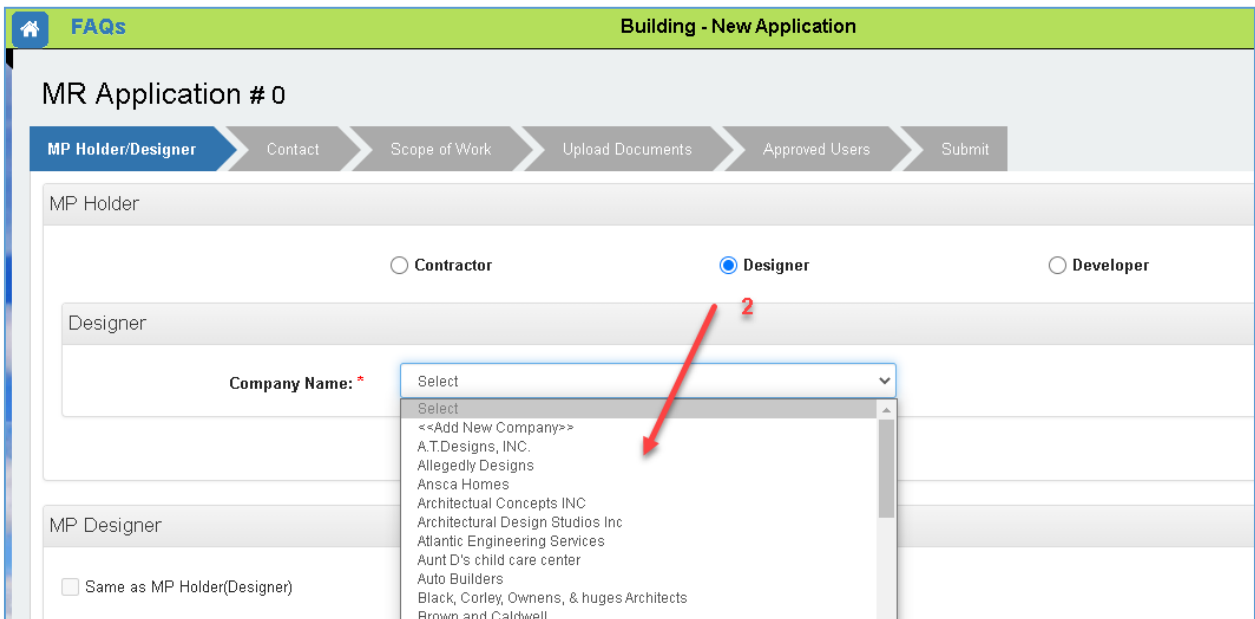


2. Designer. Select from the existing list of Designers. You may also select <<Add New Company>> to add a new entry to the Designer list. Note: New entries will be reviewed by building staff before entry into the Designer drop down list for use in future applications.
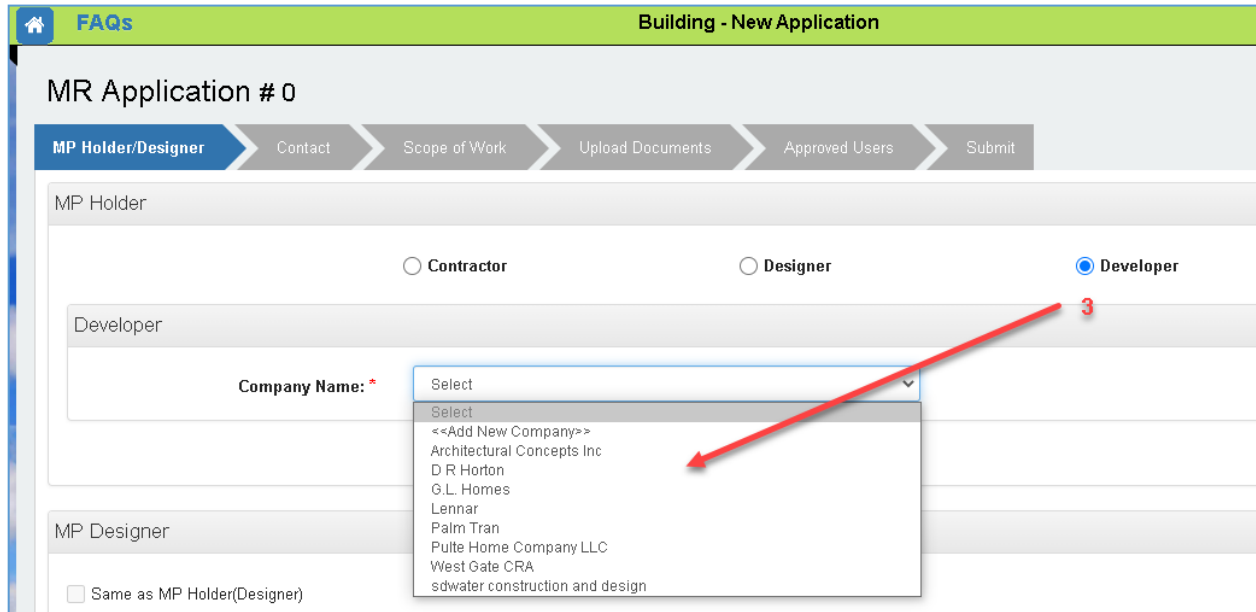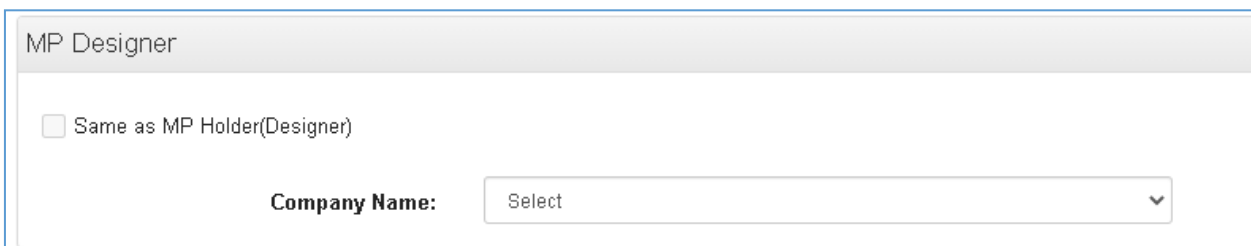
3. Developer. Select from the existing list of Developers. You may also select <<Add New Company>> to add a new entry to the Developer list. Note: New entries will be reviewed by building staff before entry into the Developer drop down list for use in future applications.



At the bottom of the MP Holder screen is MP Designer. This is optional and may be selected in addition to the Contractor, Designer or Developer selected above.



The Contact tab is completed in the same manner as other applications.

The Scope of Work tab is completed in the same manner as other applications.

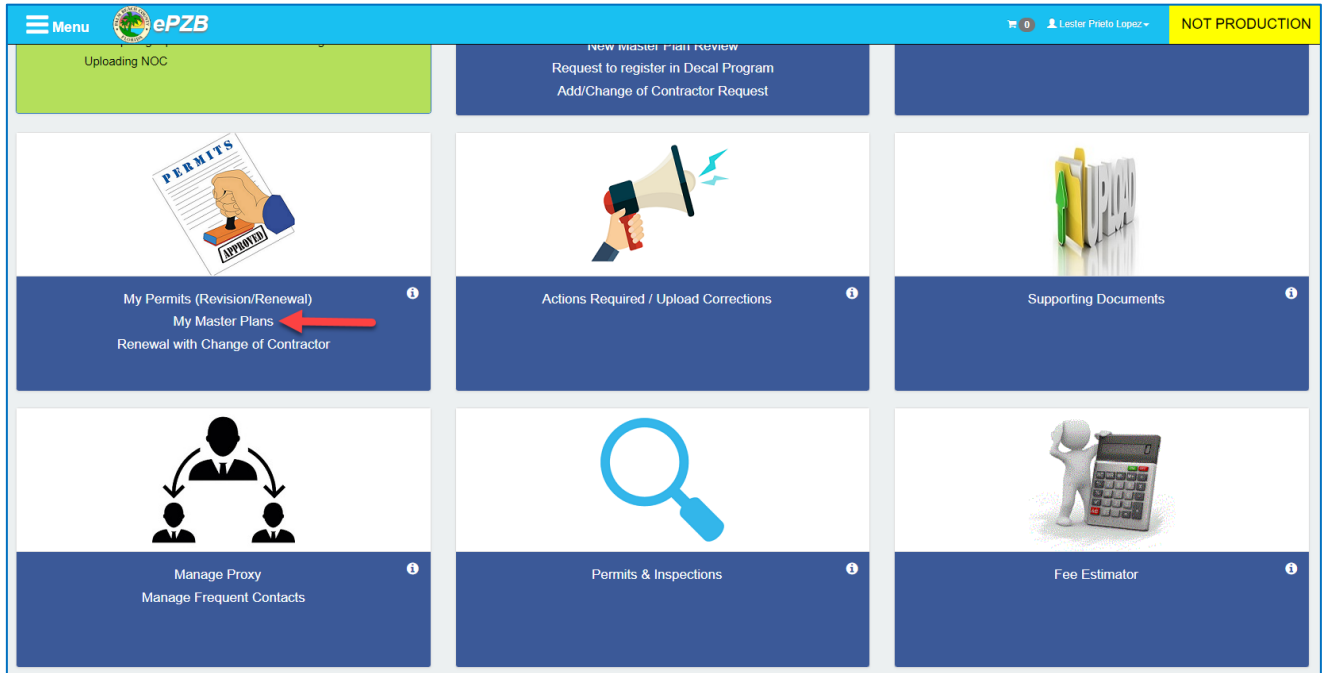The Upload Documents tab is completed in the same manner as other applications.

The Approved Users tab specifies the contractors who are allowed to inherit this Master Plan into later New Permit Request applications. The Approved Users tab is optional since the owner of the portal account requesting the "New Master Plan Review" automatically has the rights to use their own approved Master Plans. Note: Approved Users may also be added/deleted from My Master Plans after the MP (Master Plan) has been approved.

1. Search for an Approved User by either Certification Number or Contractor Name and click Search.
2. Click the checkbox and click Select
3. The Approved User is displayed

The Submit tab works in the same manner as other applications.

The Submitted Master Plan Review goes to Sufficiency Review where it will either be Returned or Accepted. At this point you may owe fees under Actions Required.

The Master Plan follows the same review process as permit request applications After the Master Plan has been approved it will appear under "**My Master Plans**".
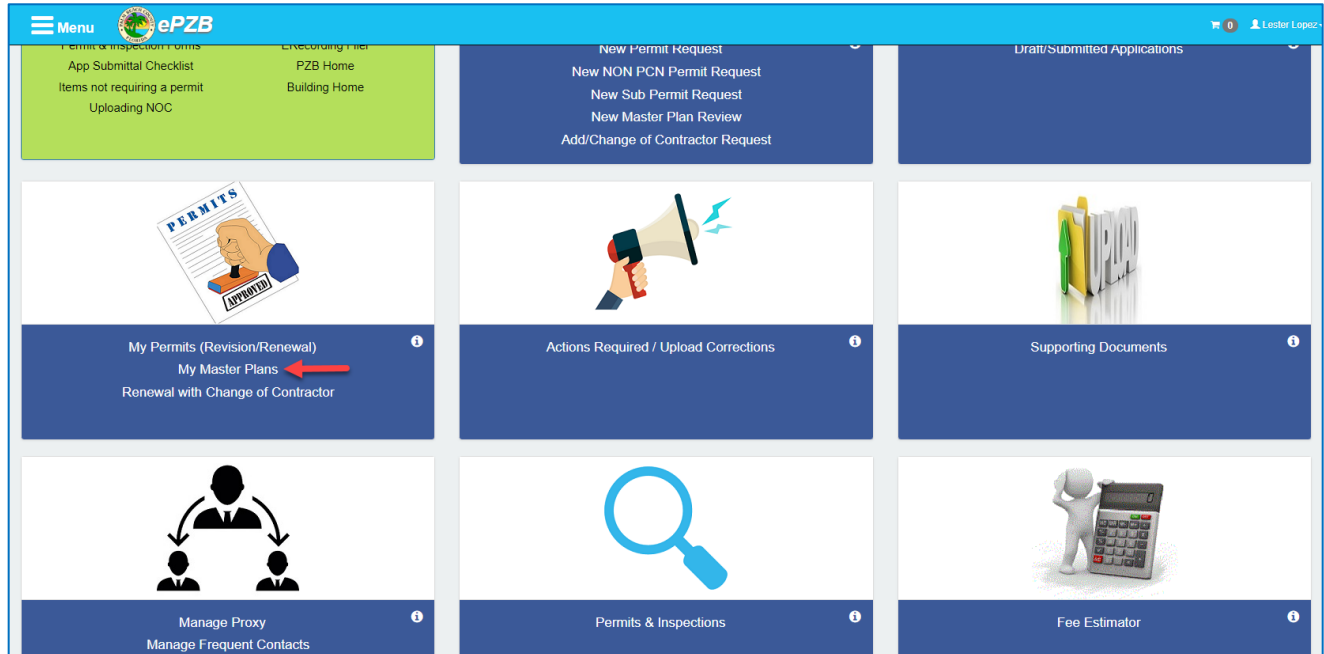




You may select Update Approved Users to add/delete contractors allowed to use this master plan.

## How do I apply for a Child of Master Plan?

This application is for the child of a previously approved Master Plan. This child is linked to a parcel and will result in a permit.

Click on the **My Master Plans** link as shown below.



The Master Plans are listed due to one of the following:

1. MP was created by the account currently logged in
2. MP was designated as an Allowed User by the creator account to a license in the logged in account
3. The logged in account is a proxy for the creating account

Note: Only the creating account can **Update Allowed Users**

To start a Child of Master request, click the red action icon and select "**Apply Child Permit**". Most of the tabs are completed as they are for any Permit Request.

The following tabs are different:

- Scope of Work: The values are inherited from those of the Master Plan. These fields may not be modified.

## PR Application # 144552

| Property/Owner | Contractor | Contact | **Scope of Work** | Upload Documents | Acknowledge | Submit |

☑ **Inherited from Master Plan**

| **Master Plan Number:** | MP-2021-013379-0000 |
| **Master Plan Description:** | Single-Family Dwelling Detached |
| **Master Plan Holder:** | G.L. Homes |
| **Model Designation:** | GL Model 2 |

| **Type of Work:** * | Construct New Building/Structure |
| **Category:** * | Residential |
| **Permit Description:** * | Single-Family Dwelling Detached |

☐ Private Provider Review ⓘ     ☐ Private Provider Inspection ⓘ

| **Value of Work:** * | $ 300,000.00 | How to calculate value ⓘ |

- Upload Documents: Upload ONLY documents specific to this permit site (such as surveys, energy calcs, site plans, drainage plans, etc.). Do NOT upload documents that were already provided with the Master Plan as these have already been reviewed. (This is also noted on the Upload Document screen)

| Property/Owner | Contractor | Contact | Scope of Work | **Upload Documents** | Acknowledge | Submit |

Forms

Checklist

\* Please do not upload **Notice of Commencement(NOC)** with initial application. **NOC** must be uploaded later using **Supporting Documents** area on Welcome page.
\* Please upload documents specific to this application only, do not upload documents provided with master plan again.

**Create Document Set**

**Document Category:** -- Select --    **Document Type:** -- Select --   Create

Create document set to add pages.

Save & Complete Later    Cancel      ◄ Back    Continue ►

Complete the remaining tabs and **Submit**.

Note: You may also use the **Submit and Copy to New** button if you have several similar applications. **Submit and Copy to New** will submit the current application and allow you to copy information to the new application.

The Child of Master request automatically goes to sufficiency review and fees are not due until it has been Accepted by sufficiency review. Upon Acceptance by sufficiency review you will receive an email instructing you to pay fees due. Go to Actions Required to find and pay the fees due.

From this point on the Child of Master process is identical to any other permit request.

**Field Set of Documents**

- Upon permit issuance and payment of final fees due, the documents submitted with the Child of Master application (those that were site specific) will be found with the permit under **My Permits**.
- The documents that were reviewed during the Master Plan Review process will be found with the Master Plan found under **My Master Plans**.
- Copies of documents for both the **Child of Master permit** and **Master Plan** must both be printed and present on the job site.

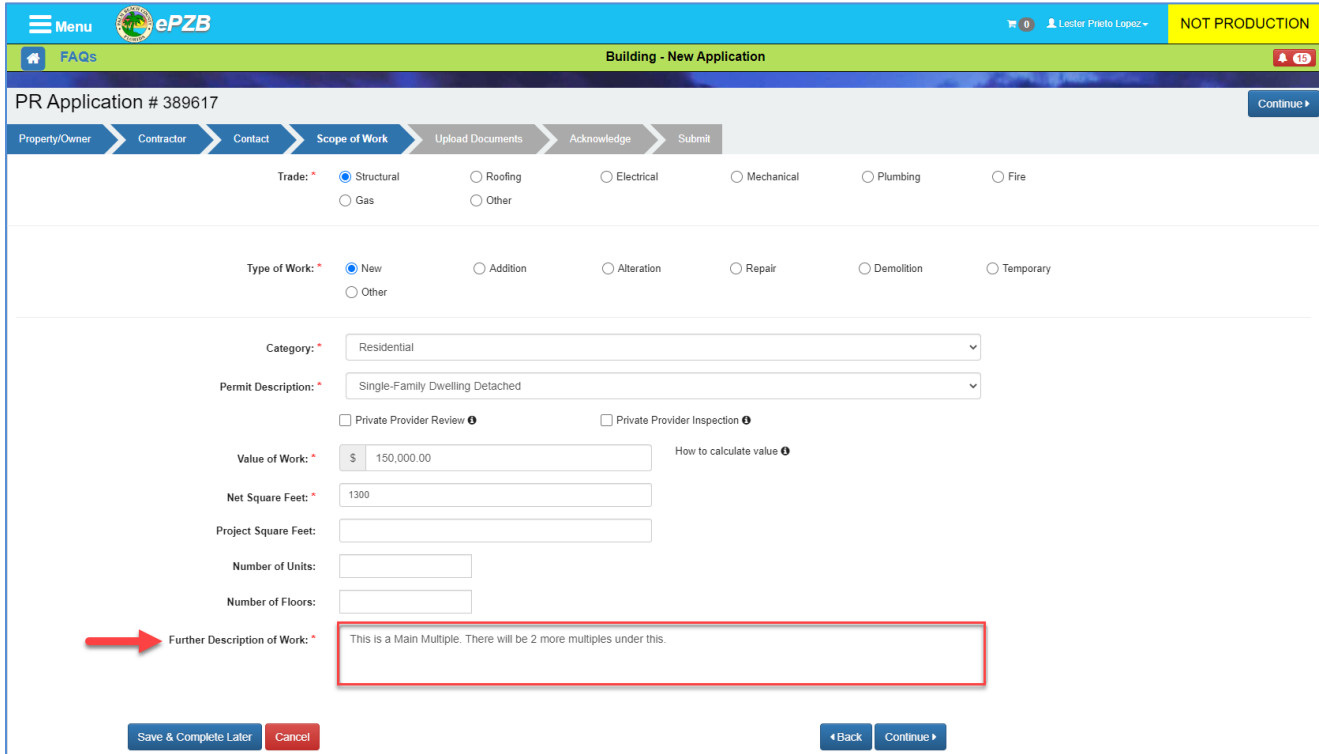## How do I apply for an Agricultural Review Application?

This is an Agricultural Review Application (AG) permit. Start by following the same steps as for applying a permit, only difference is to select permit description "**Ag Improvement Process G-Bldg Code Exempt**" in Scope of Work tab.
NOTE: Please select TBD in contractor tab instead of Owner Builder.

## How do I enter Main Multiples?

Multiple Applications are permit requests that are linked or grouped together during processing. The typical workflow of Multiple Applications is that the first application entered is designated the Main Multiple. Subsequently entered applications are then linked to that Main Multiple. During the entry of applications, an application can be designated as the Main Multiple or just a new member to an existing Multiple group. Customers can submit PRs and add to the "Further Description of Work" section some note specifying if that application is a main multiple or a multiple to a previously submitted PR. To do this, simply follow the normal process of submitting a new Permit Request. Refer to the **"How do I apply for a permit?"** section.

1. Once you get to the "Scope of Work" screen, enter something like this below in the "Further Description of Work:" text box: **"This is a Main Multiple. There will be 2 more multiples under this"**



2. Complete the PR and repeat these steps to add another PR application. Once you get to this same "Scope of Work" screen above, type something like this in the "Further Description of Work" text box: **"This is a Multiple to PR XXXX-XXXXXX-XXXX"**, (where XXXX-XXXXXX-XXXX is the actual PR number of the Main Multiple you would like this multiple to be associated with). Click the "Continue" button to move to the Upload Documents tab.

3. At the "Upload Documents" screen, you will be able to upload all the required documents. If you are submitting the **Main Multiple** application, upload here all the plan documents required for the Main Multiple and the subsequent Multiple applications you will submit later on.



4. If all of the plan documents are uploaded in the **Main Multiple** application, you are not required to upload them to each subsequent **Multiple** application again. You will only need to upload a site plan or a survey for the corresponding Multiples, identifying the subject building related to that multiple. For example, the second application might correspond to building #2. Building #2 can be circled on the site plan or survey if not labeled. You should also mention this in the Further Description area.

5. Submit all the PR applications as needed per each multiple required. Add the same note to those following applications under the "Further Description of Work" section and number those consecutive application multiples accordingly.

## How do I add multiple addresses on new submittals and edit addresses on returned submittals?

Adding multiple addresses on new submittals is optional, but it is available and can be accomplished when submitting a new permit request.
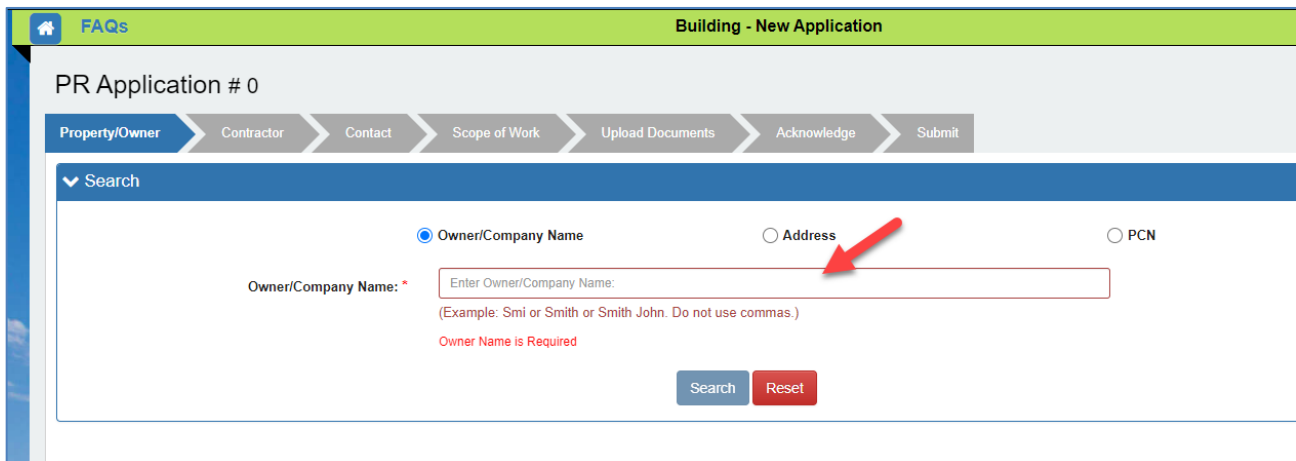
For more information on the complete process of how to submit a Permit Request, please refer to the "How do I apply for a permit?" section at the beginning of this FAQ document. In this section, we will cover only the first steps of the process, which includes adding multiple addresses on new submittals. We will also cover how to edit addresses on returned submittals.

**How do I add multiple addresses on new submittals?**
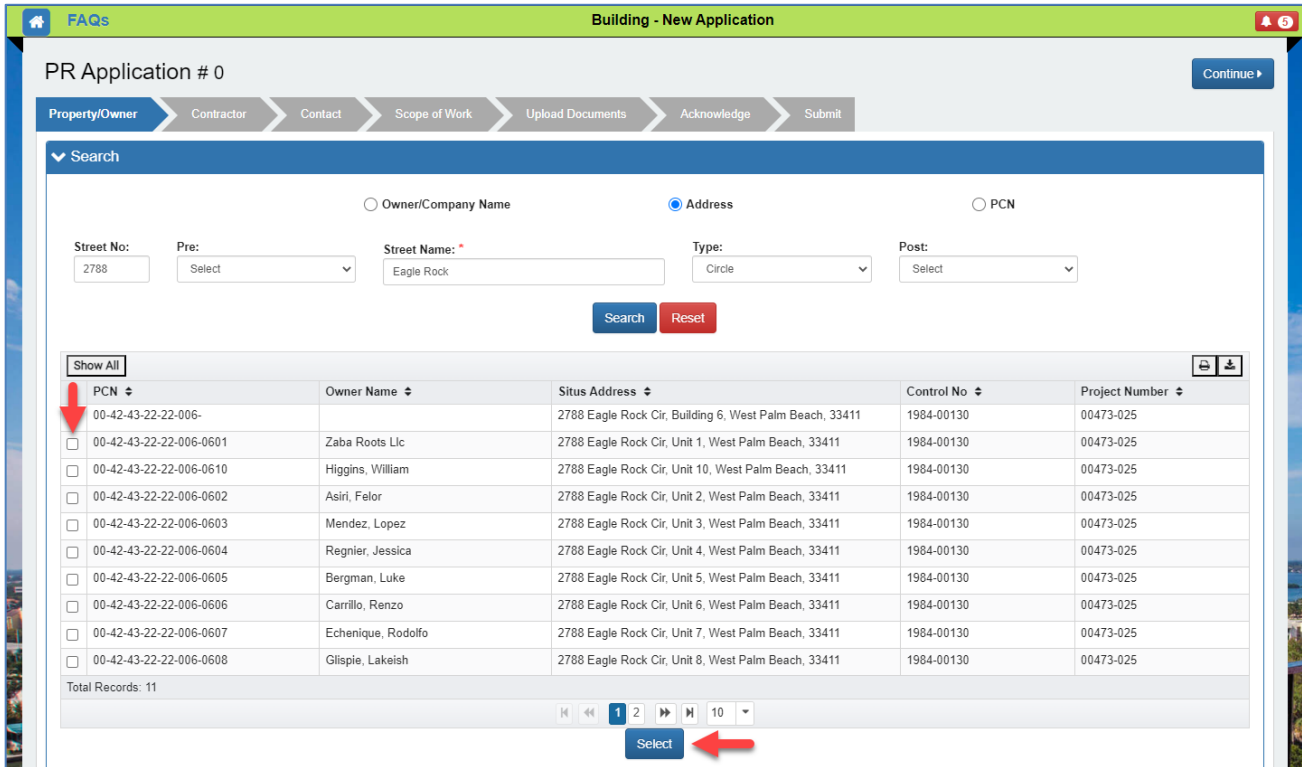
1. First, you will need to start a regular permit request by logging into the ePZB Portal. The Welcome page will display as shown below. Click on the **New Permit Request** link.
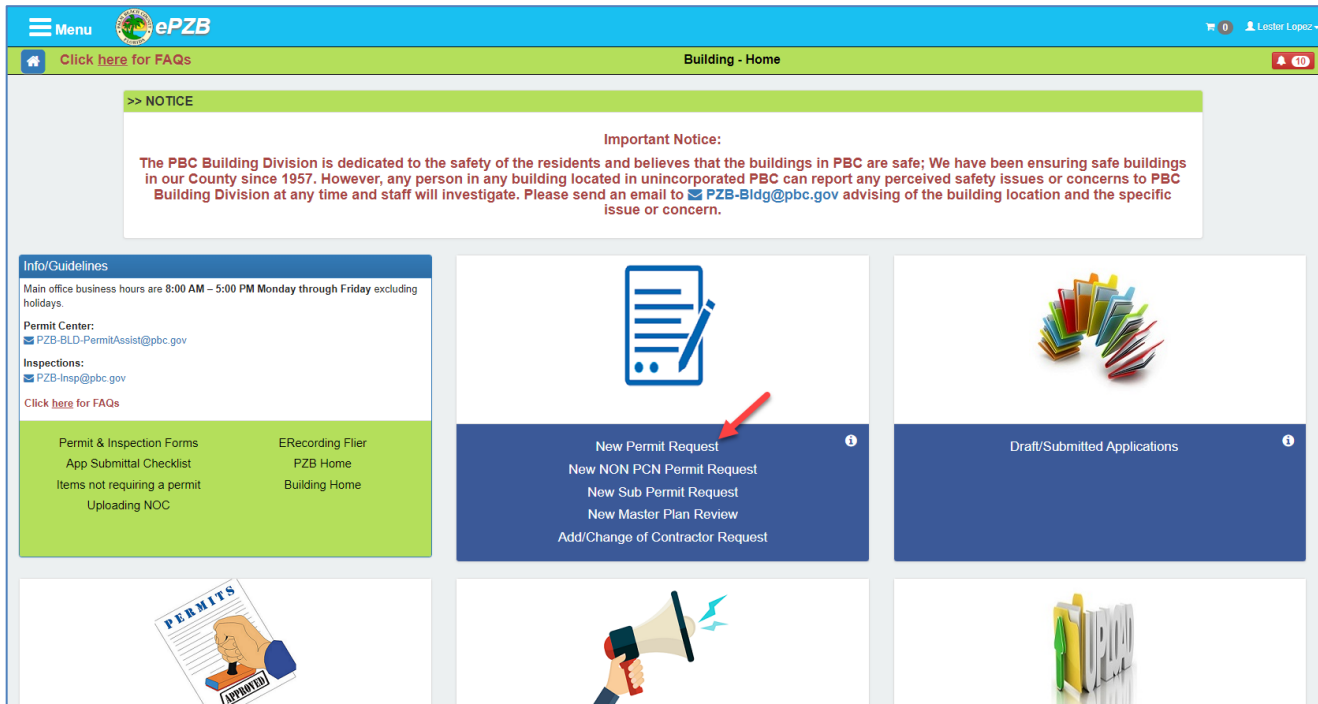


2. Various search options can be used to find the property on which the permit is needed as shown below. Select Owner/Company Name, Address, or PCN. Enter the appropriate search criteria and click **"Search".**

3. The search results will display. Click the checkbox(es) for the desired property(ies) and click **"Select".** You can select multiple addresses if needed.



4. A "Selected property(ies) added to the application" message will display. Click the **Edit** owner icon  as shown below to enter email and work/cell phone for all owner records.

5. The "Add/Update Owner" screen will display. Make sure to enter the required information and click on the **"Save"** button when done.



6. To add a new address to your permit request, click on the blue "Search" bar located on the top:
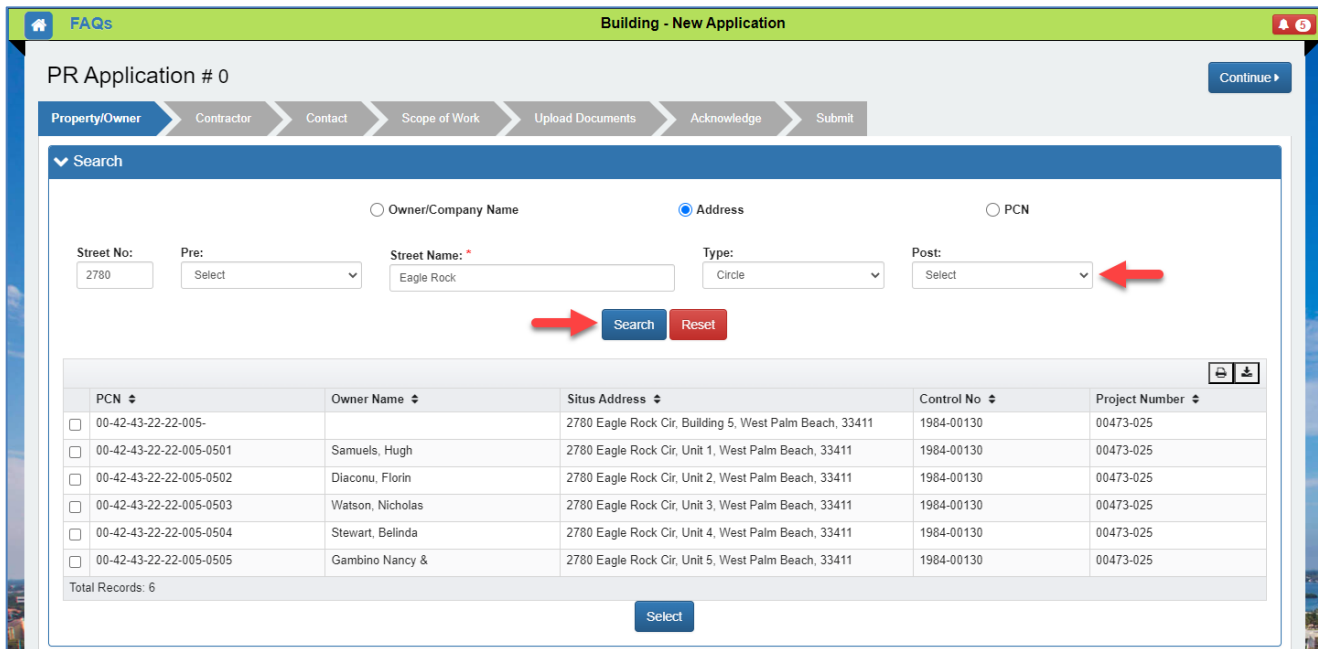
7. The search section will display for you to type a new Address or select a new PCN. Erase the previous address information if needed and type a new address in the required fields, then click on the **"Search"** button. The new address PCN information will display.



8. Mark the checkbox next to the PCN of the desired property and click **"Select".**

9. The new address will be added. Repeat steps 4 and 5 to enter email and work/cell phone for all owner records.



**NOTE: Repeat steps 6 through 9 if more addresses need to be added to the new Submittal.**

10. Keep in mind that all properties must have the same project number and control number for you to be able to add them to the same Permit Request. If you try to add a different address with a different project number and control number, a warning message will display saying: "All properties must have same project number and control number" as shown below:

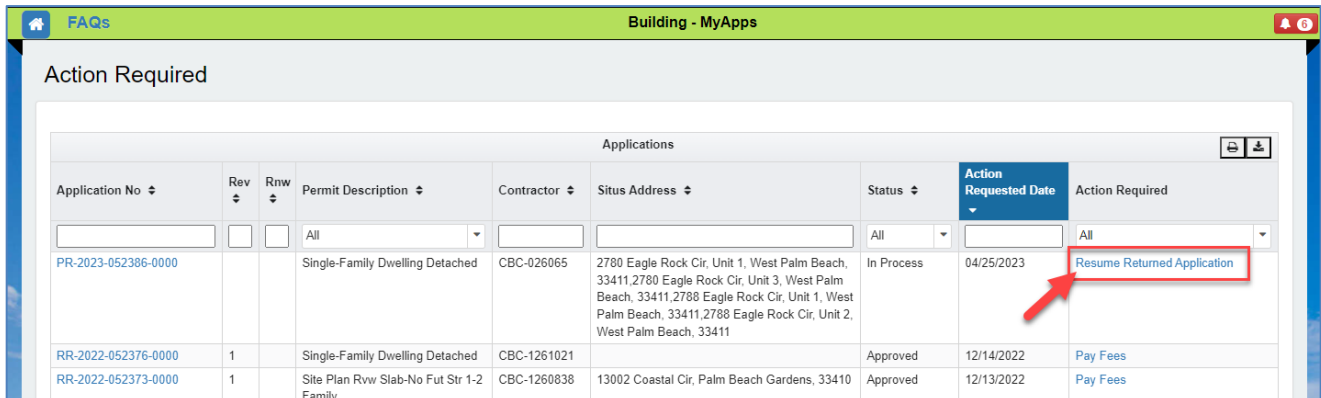**How do I edit addresses on returned submittals?**

1. The process for editing addresses on returned submittals is very similar to the one for adding multiple addresses to new submittals, except that you will need to delete the previous address on your original permit request, then you will follow the same process as adding a new address. When you log into your portal page, you should be able to find the "**Action Required**" icon on the top right corner of the page. Click this icon to see any returned applications.



2. The Action Required page will display. If you have a returned application, you will see the "Resume Returned Application" link under the Action Required column. Click on the "Resume Returned Application" link.



Note: You can easily find your action-required applications by using the sorting feature. Simply click on any of the headings with double arrows ⬍, to sort your action items by column.
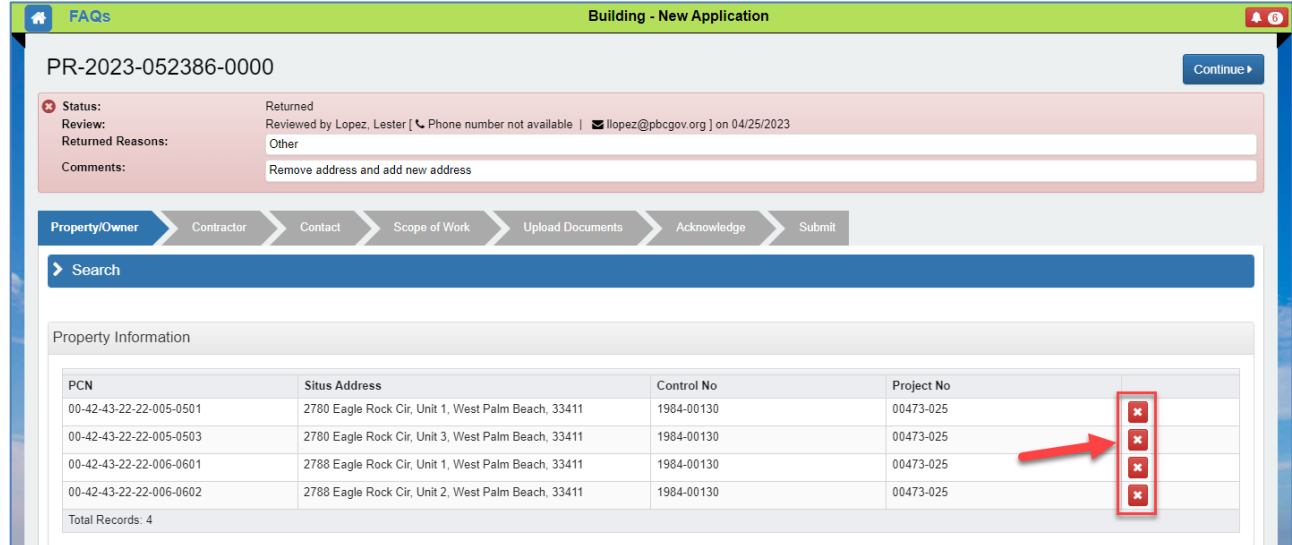
3.  The application page will display for you to make the necessary corrections. Here you will be able to see the Status of your application as Returned, who it was reviewed by, the Returned Reason, and the comments made by the Reviewer. In this case, we are asking the customer to Remove an incorrect address and add a new address to the application.
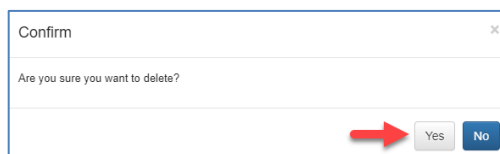


4.  To remove the address(es) listed, click on the red delete icon next to the address(es) you would like to remove.
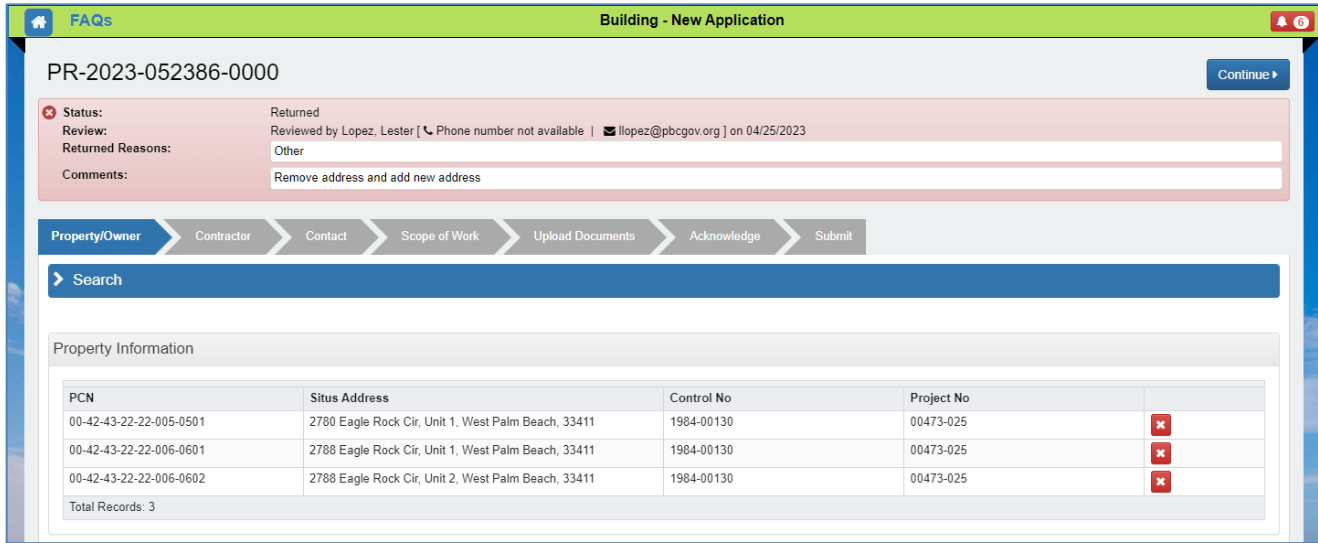


5.  A popup message will display asking you to confirm if you want to delete the selected address. Click on the "Yes" button to confirm.

6.  The selected address will be deleted from the list. Repeat steps 4 and 5 to remove additional addresses from the list if needed.
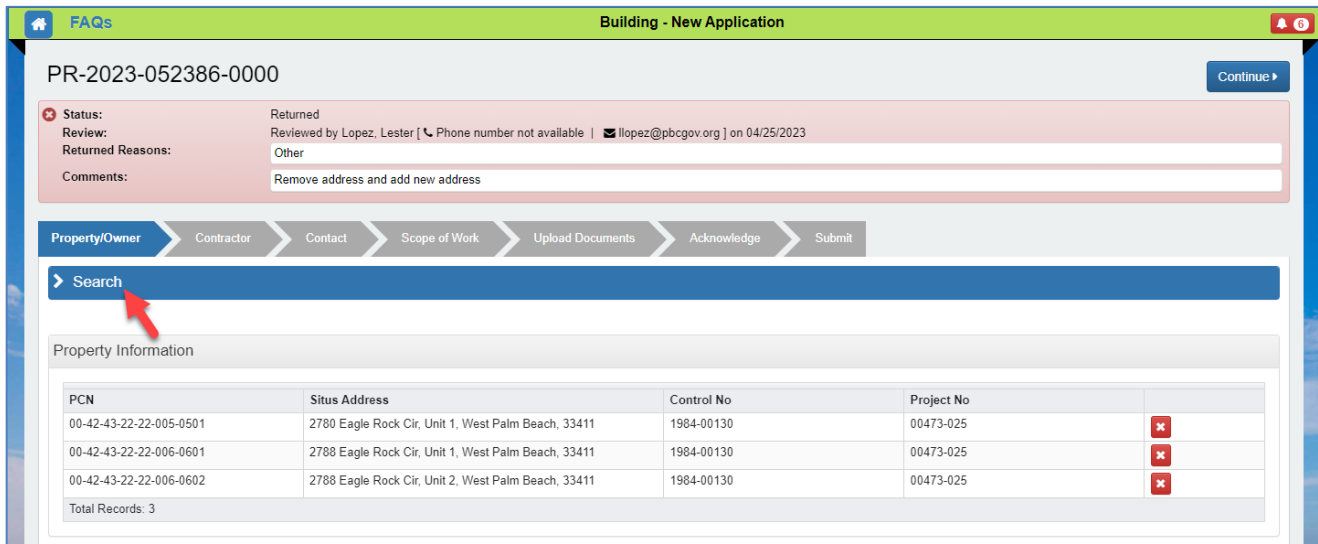


7.  To add new addresses to the returned Submittal, simply click on the "Search" blue bar on top and search for a new address.



Refer to the previous section How do I add multiple addresses on new submittals?, **steps 6 through 9** to add new addresses to your returned submittals as the process is the same.

# How do I submit a Special Permit Category Request (BDB), (AHP), or (WHP)?

There are special permitting categories in Florida Law and County Regulations. Examples include Targeted Industries creating new jobs, Work Force Housing, Affordable Housing etc. If your project qualifies under any of these Special Permitting categories, please follow these steps to submit a permit request.

1. To start a new Permit Request application, go to the How do I apply for a permit section in this FAQ document as the process is the same. The only difference is at the Scope of Work page where you will be able to make some special selections to make your application a Special Permitting Category request. For that reason, in this section we will concentrate in the Scope of Work page. Once you are at the Scope of Work page:
   a. Select the "Trade" of your choice.
   b. Select the "Type of Work"
   c. Click on the "Category" drop-down to select the category of your choice.
   d. Click on the "Permit Description" drop-down to select the permit description of your choice.
   e. Select these options if you will have your own Private Provider for Review and/or inspection. Otherwise, leave unchecked.

2. Toward the middle section of the page, you will find the option to make this permit Request a Special Permitting Category request. You will see the following question: "Does this permit belong to a special permitting category?" This is a mandatory field, so you will need to select either Yes or No. If you select No, this permit will be a regular permit request application. For the purpose of this FAQ, we will select the "Yes" radio button.
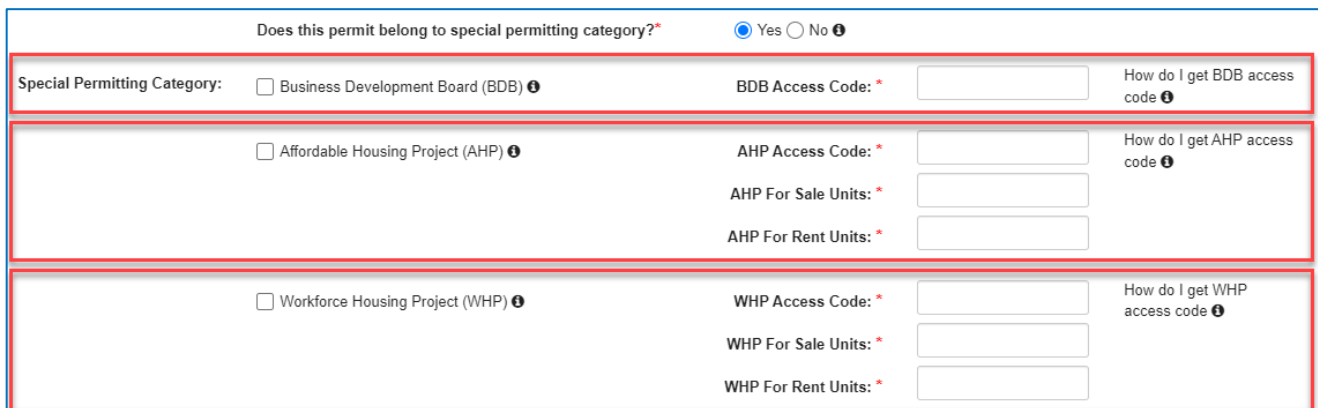
    a. Click on the "Yes" radio button to make this a Special Permitting Category request.
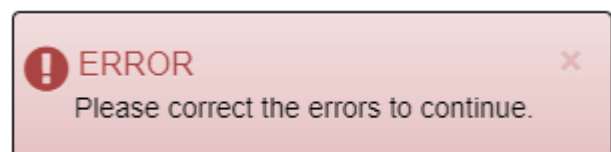


    b. For more information click on the "i" icon. The following "Special Permitting Category" message will display:



3. Once you select the "Yes" radio button, the following Special Permitting Category options will display for you to make a selection:
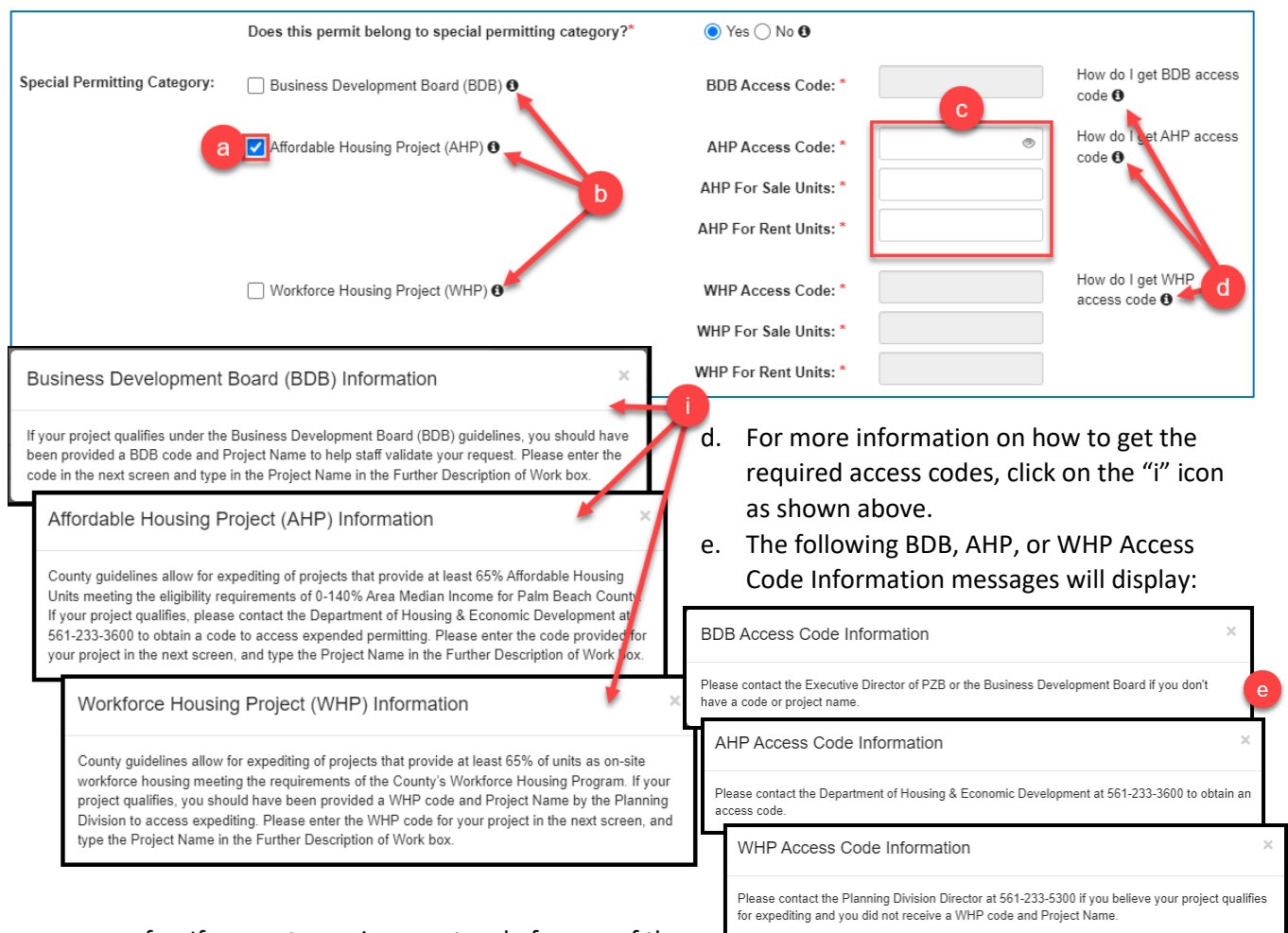


These are mandatory fields. If you forget to select the corresponding category, or if you select the cateogry but forget to enter the Access Code, you will see an error message asking you to correct the errors to continue.

a. If your project qualifies under the (BDB), the (AHP), or the (WHP) Special Permitting category, select the corresponding checkbox. The other categories will gray out automatically. For the purpose of this FAQ document, we will select the AHP category as shown below. The other categories are similar with the exception of the (BDB) category which it doesn't require the For Sale or For Rent Units information.

b. For more information about each category, click on the "i" icon next to the category name.
   i. The informational boxes shown below will display with important information about each category.

c. As the "i" information explains, if your project qualifies under any of these categories, you should have been provided an access code and Project Name to help staff validate your request. Please enter the access code and the For Sale Units and For Rent Units if any. Since these are required fields, you will need to enter at least a zero (0) if no units are for sale or rent in order to move on with the application.



d. For more information on how to get the required access codes, click on the "i" icon as shown above.

e. The following BDB, AHP, or WHP Access Code Information messages will display:

f. If you enter an incorrect code for any of the categories, the following ERROR messages will display on the top-right corner of the page.
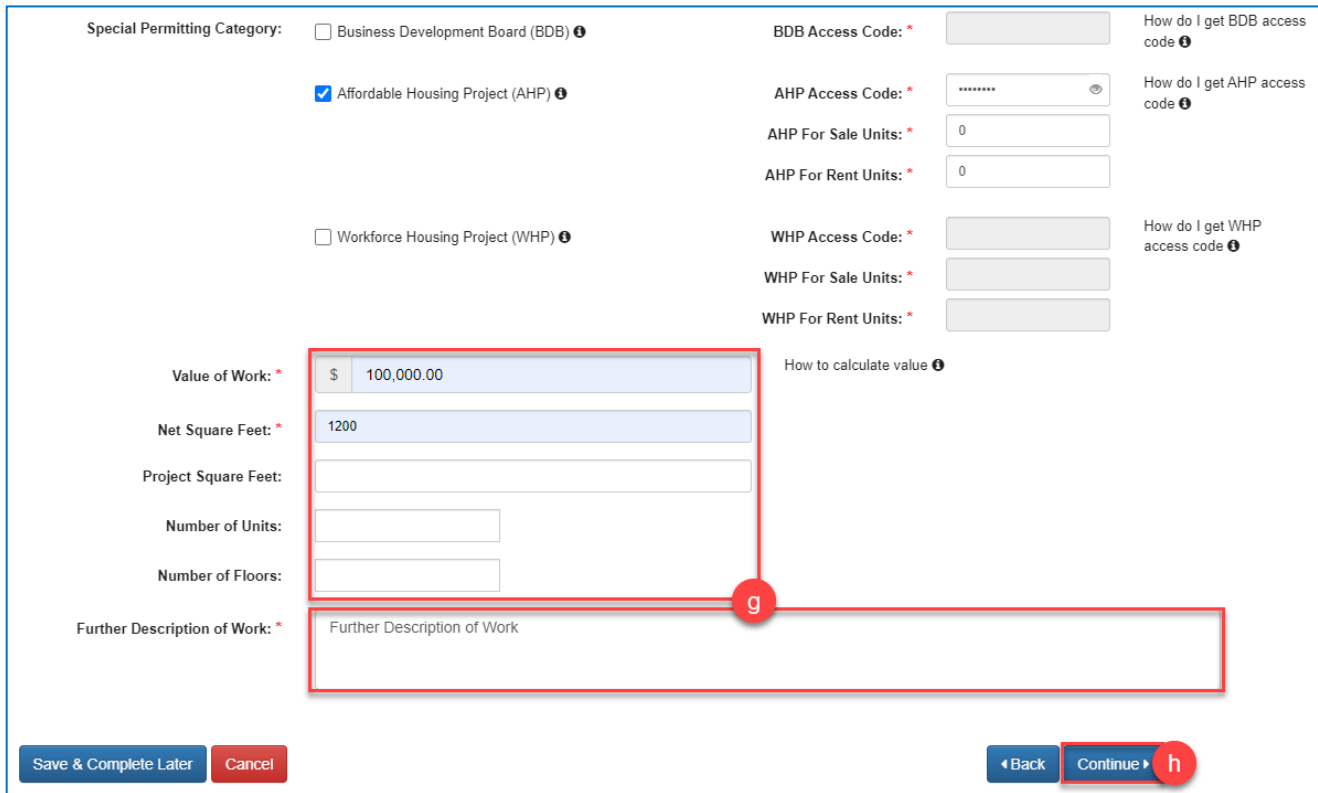
g. Fill out all the other required and optional fields as needed.

h. Click on the "Continue" button to go to the "Upload Documents" page.



4. The rest of the process is the same as when you apply for a regular permit. Please go to the How do I apply for a permit section in this FAQ document to complete the (BDB) Permit Request.

## How do I apply for a Self-Issued Solar-Photovoltaic (SolarApp+) Permit?

Before you can apply for a Solar Panel, or SolarApp+ installation permit through our ePZB Customer Portal, you need to get your plans approved with SolarApp+. If you already have your approved plans and approval ID, skip the following overview section. Click **HERE** for more information on SolarApp+.

**Quick overview of preliminary steps to follow with SolarApp+ prior to applying for installation permit**
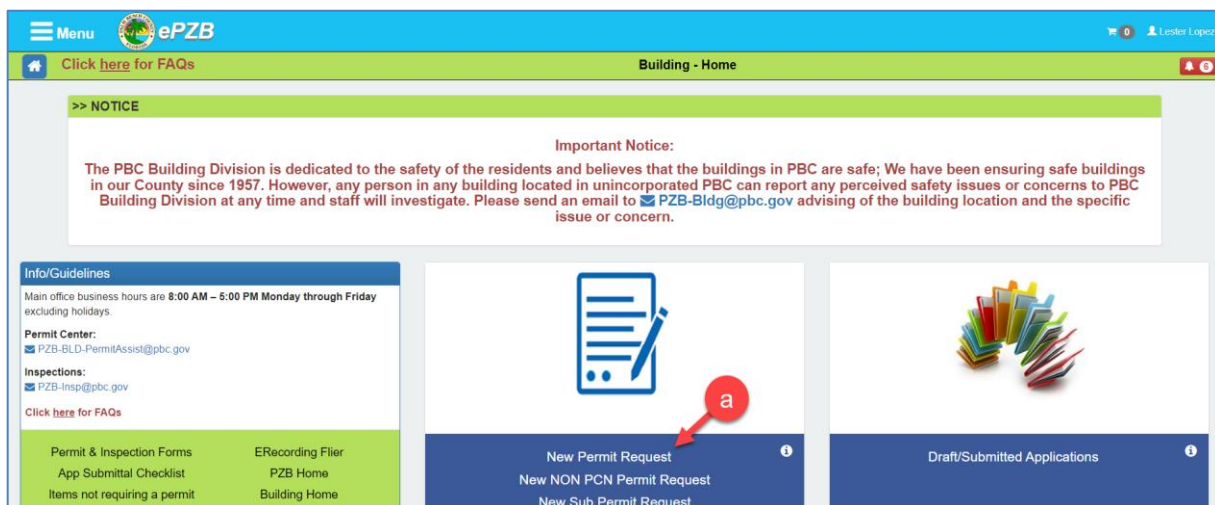
1- Prior to applying for a SolarApp+ permit with ePZB.

a. Contractors will need to go to the SolarApp+ website.

b. Register with SolarApp+ to create a new account, or Sign In if an account has already been created.
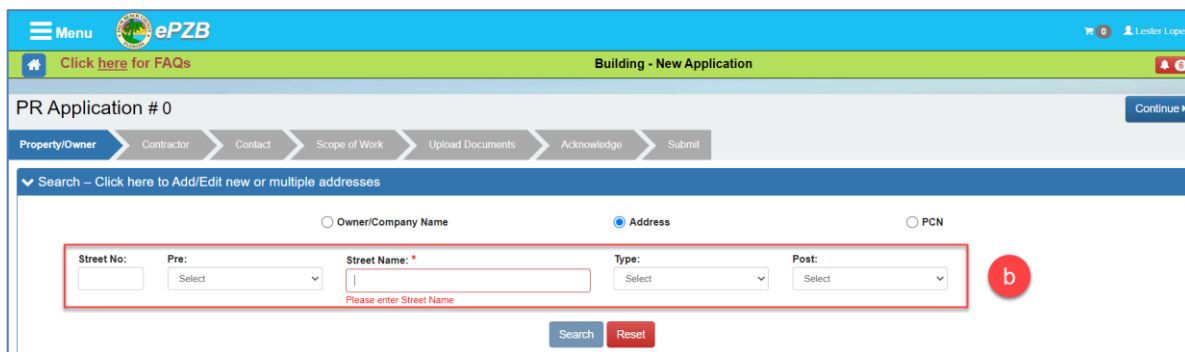
   c. Follow the onsite training requirements before starting a new project. Click HERE for more information.

   d. Start a new project and submit all your plan review documents.

   e. Once the plan reviewing process is completed on the SolarApp+ site, you will be provided with your approved plans and approval ID. Keep this approval ID handy, as you will need it during the ePZB SolarApp+ permit application process.

**Apply for a Self-Issued SolarApp+ installation permit through the ePZB Customer Portal**

1- Once you have the Approved Plans and the Approval ID provided by SolarApp+, you can proceed with the following steps to get a Self-Issued installation permit. We will cover the specific steps of applying for a SolarApp+ installation permit in this section. For a detailed explanation on the entire regular permit application process, refer to the "How do I apply for a permit?" section as the process is very similar.

2- Once you log into the ePZB Customer Portal:

   a. Click on the **New Permit Request** link as shown below:
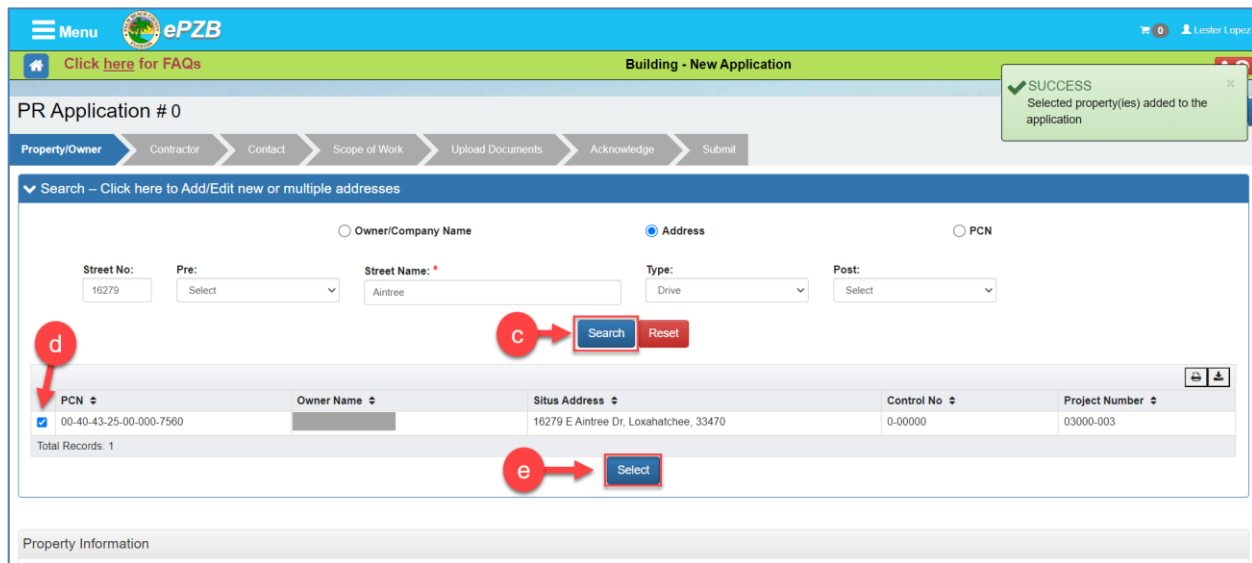


   b. Click on the radio button next to **Address** and enter the **Street No.**, **Street Name**, and **Type** to search for the address already registered and approved with SolarApp+.

   c. Click on the "Search" button to search for the address.

   d. The address will display. Confirm this is the correct address. Select the checkbox located on the left side of the address PCN number. *(Owner's name below has been greyed out for privacy)*

   e. Click on the "Select" button. A "Selected property(ies) added to the application" message will display.
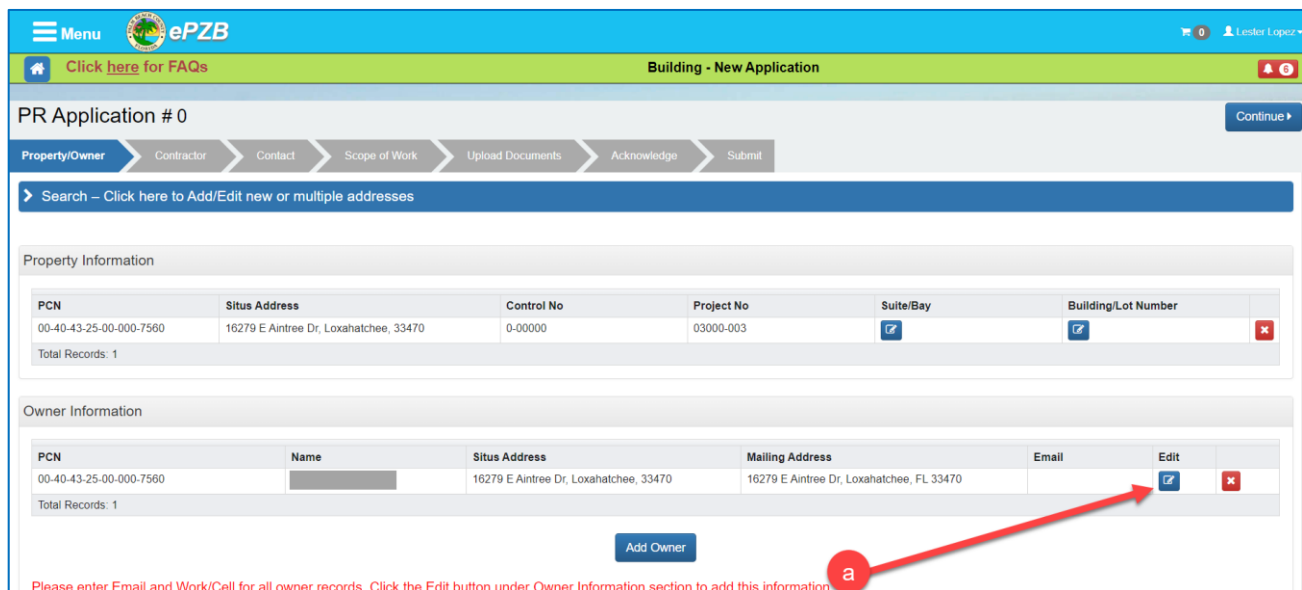


Note: Multiple addresses will not be allowed within a single SolarApp+ permit application. Only one address can be submitted for SolarApp+ permit at a time.

3- The selected address will display right below the Owner Information section.

   a. Click the Edit button under the Owner Information section.

b. Add the Email and Work/Cell phone number for all owner records.

c. Click the **Save** button when you are done.



4- Provide the Title holder information if applicable or select **Same as Owner** as shown below. If there is a Lessee, on the property select the Yes radio button and enter the Lessee details. Otherwise, select the No radio button. Click **Continue** to move to the next tab.
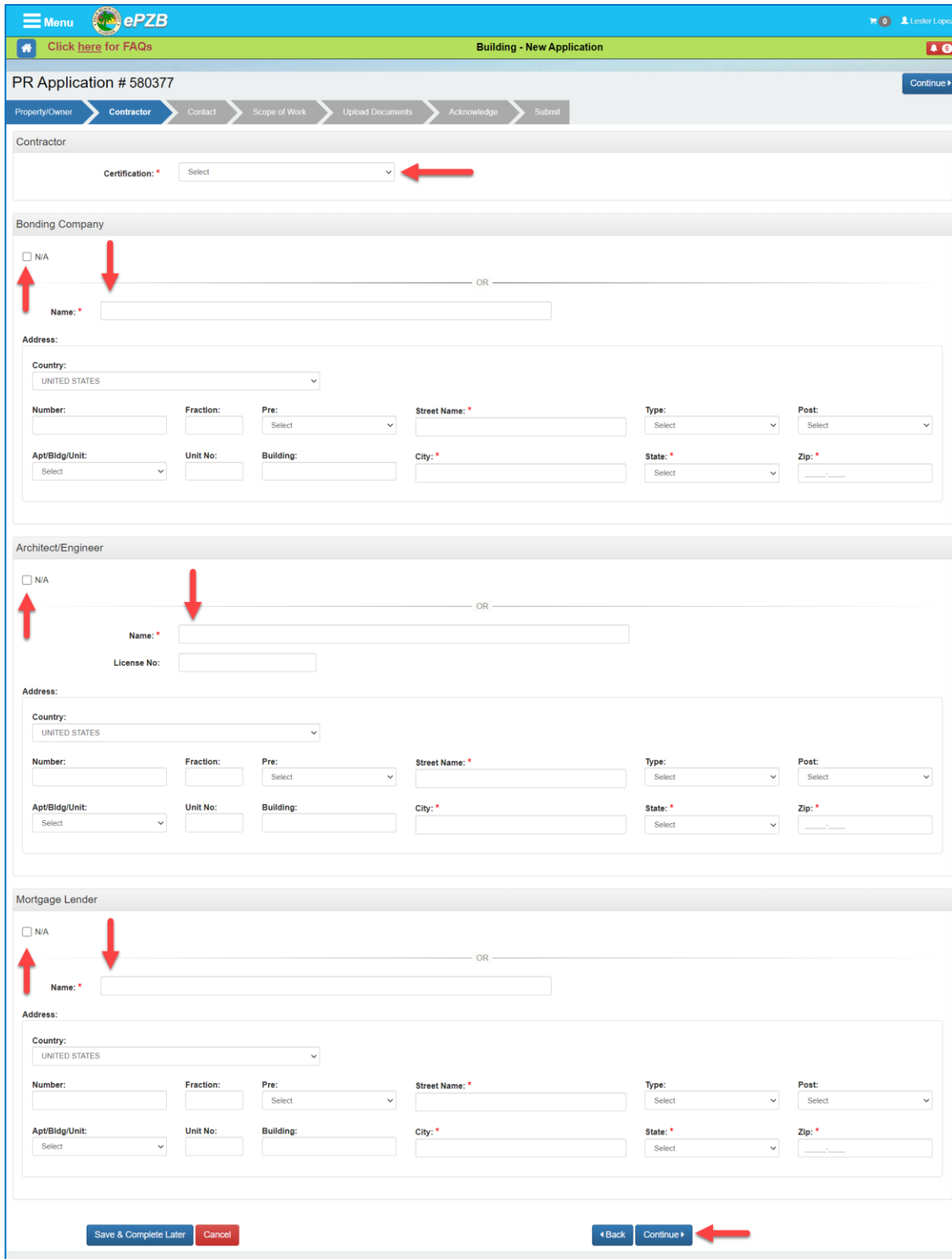
5- On the **Contractor** tab, select the contractor license to be used on this application. Next provide information about the **Bonding Company** or select "N/A" if not applicable. Provide information about the **Architect and Mortgage Lender** or select "N/A" if not applicable. Click the **Continue** button to continue to the next tab.

6- On the **Contact** tab, select the contact person for this application from the dropdown as shown below. If "Other" is selected, fill in the contact details. Click **Continue** to move on to the next tab.



7- On the Scope of Work tab:
   a. Fill in the permit details. Make sure to select the required Trade, Type of Work, and Category.
   b. Click on the Permit Description drop down.
   c. Select the **Solar-Photovoltaic (SolarApp+)** permit description.



The following **Did You Know?** message will display. Click **"Ok, I got it"** to disable this pop-up forever. Click **"Remind me later"** for this message to pop-up once every day.



If you select the Solar Photovoltaic option instead, the following message will display:

d. Once you select the **"Solar-Photovoltaic (SolarApp+)"** permit description, the **"SolarApp+ Approval ID:"** field will display. Enter here the Approval ID provided by SolarApp+. If the SolarApp+ Approval ID is not valid, an error message will display as shown below on the right. Click the "SolarApp+ Help" link for more information.

| Category: * | Residential |
| Permit Description: * | Solar-Photovoltaic (SolarApp+) |
| SolarApp+ Approval ID: * | Example: SA20240101-1-2-3 |

❗ ERROR ✕
SolarApp+ approval ID entered is not valid. Please check and try again.

SolarApp+ Help

❗ ERROR ✕
The address 4424 S Military Trl, Greenacres, 33463 associated with this SolarApp+ Approval ID does not match the property address 4447 Military, Lake Worth, 33463 on this permit application.

If the SolarApp+ approval ID is correct but it doesn't match the address entered at the beginning of the permit application, an ERROR message will display like the one shown on the right.

**Important Note:** If the address entered during permit application doesn't match exactly the one approved by SolarApp+, you will get the following message after submission saying that a permit for your application could not be issued at this time, and it was sent to the Building Division for further review.

☰ Menu  ePZB                                                    🛒 0  👤 Lester Lopez ▾

🏠  Click here for FAQs                    **Building - New Application**                    🔔 8

**Submit Success**

A permit cannot be issued for your application at this time. Any sub permits requested with this permit application will be removed and will need to be identified/added by the building division. Your application has been submitted to Building Division for further review.

Application PR-2024-047009-0000 has been successfully submitted and the assessed fees have been added to the cart.

The submittal fees need to be paid within **10 business days** for the application to be reviewed for sufficiency, else the application will be voided. You will receive an email once the application is accepted/returned by Building Division after sufficiency review.

Do you want to continue with a new application?

[Yes] [No]

e. Provide the rest of the required information on the page. The "Further Description of Work" information section will be greyed out and automatically provided for you.

f. Click the **Continue** button to move on to the next tab.

| ☐ Private Provider Review ℹ | ☐ Private Provider Inspection ℹ |

Does this permit belong to special permitting category? *    ○ Yes ⦿ No ℹ

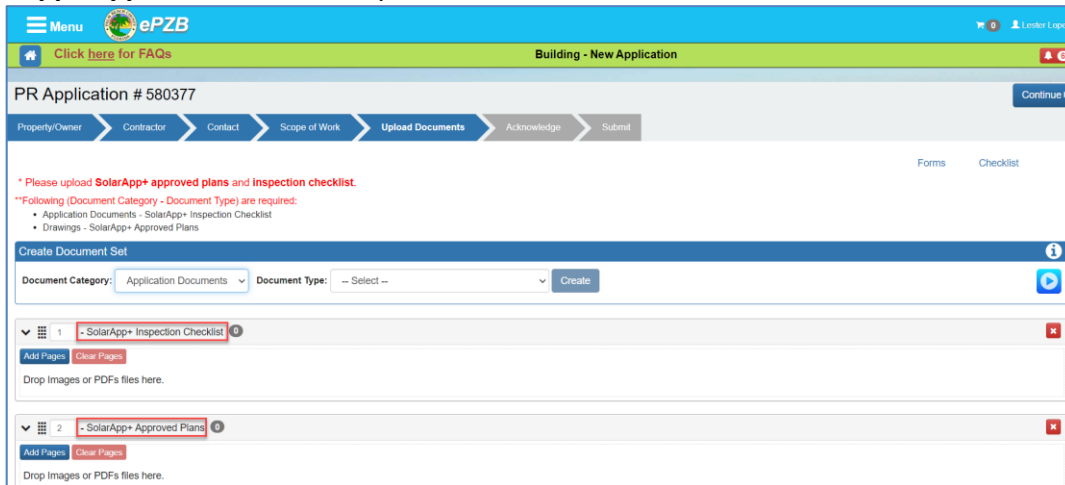| Value of Work: * | $ | How to calculate value ℹ |
| Net Square Feet: * | | |
| Project Square Feet: | | |
| Number of Units: | | |
| Number of Floors: | | |
| Further Description of Work: * | Self Issued: Solar-Photovoltaic (SolarApp+) |

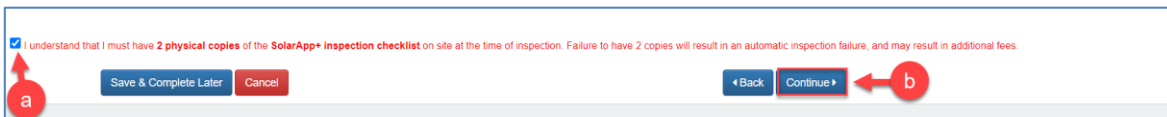[Save & Complete Later] [Cancel]                    [◀ Back] [Continue ▶]

8- On the Upload Documents tab, make sure to upload the SolarApp+ approved plans and inspection checklist. Know that the **Application Documents - SolarApp+ Inspection Checklist** and the **Drawings - SolarApp+ Approved Plans** are required.
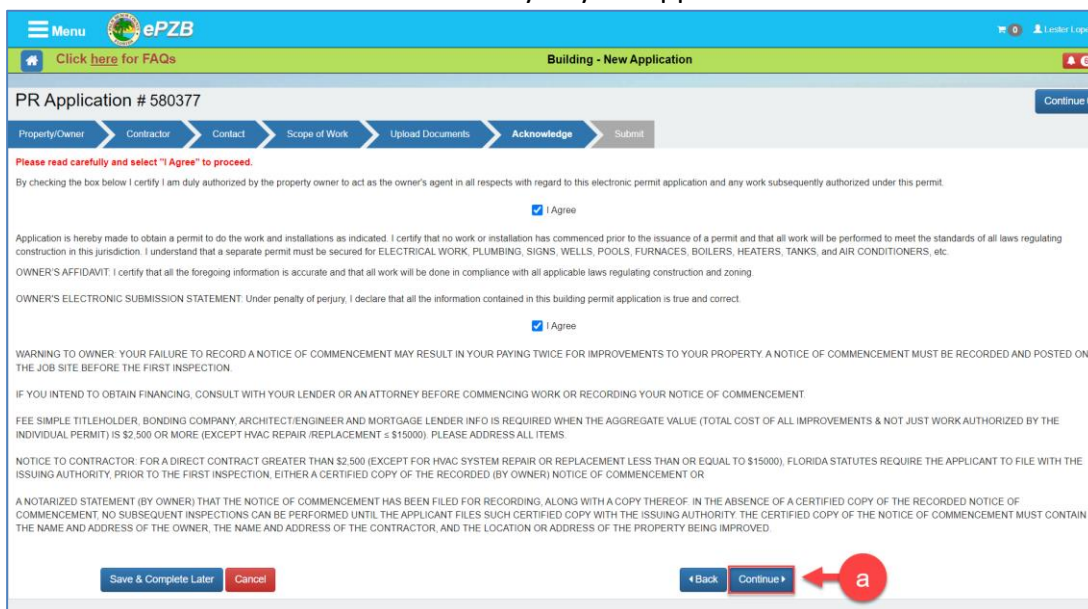


a. You must have **2 physical copies** of the **SolarApp+ inspection checklist** on site at the time of inspection. Failure to have 2 copies will result in an automatic inspection failure, and may result in additional fees. Make sure to acknowledge by selecting the checkbox next to this warning information. Otherwise, you will not be allowed to continue.

b. Click the **Continue** button to View a Summary of your application.
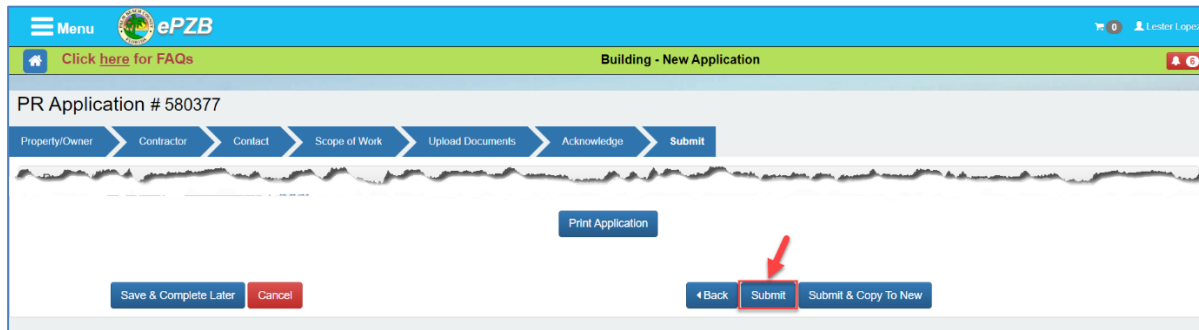


9- The Acknowledge tab contains important information that must be acknowledged by clicking the **"I Agree"** checkboxes.
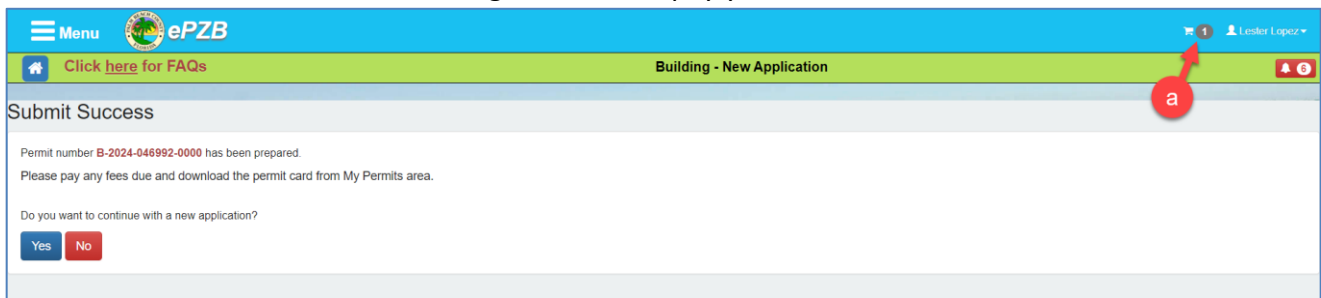
a. Click **Continue** to View a Summary of your application.

10- On the Submit tab, verify the information on the Application Summary is correct and click **Submit** to submit the application.



11- A "Submit Success" page will display showing the permit number of your application.
   a. Click on the Cart icon to go ahead and pay your fees.



Once the fees due are paid, the application will be Self-Issued and you will be able to download the Permit Card from within the "My Permits" area. Refer to the "Where do I see and download my permit card and other permit documents?" section for more information on how to print your permits.