

BUILDING PERMIT APPLICATION

****WORKERS COMP & GENERAL LIABILITY REQUIRED
WITH EVERY APPLICATION****



THE VILLAGE OF NORTH PALM BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
561.841.3365 • PERMITS@VILLAGE-NPB.ORG • WWW.VILLAGE-NPB.ORG

****OFFICE USE ONLY****

SUBMITTAL DATE: _____

PERMIT NUMBER: _____

**Is this application the result of a Code
Compliance Violation?** ☐ Yes ☐ No

If yes, submit copy of Code Compliance Notice.

****THIS FORM IS NOT ACCEPTED FOR SUBPERMIT USE. PLEASE SEE FORM TITLED, "SUBPERMIT APPLICATION" ****

APPLICANT INFORMATION		PROPOSED IMPROVEMENT LOCATION	
Owner _____	_____	☐ Same as owner / lessee address	
Lessee _____	_____	Address _____	
Address _____	_____	Suite / Apt Number _____	
Suite / Apt Number _____	_____	Legal Description _____	
City _____	_____	Lot _____ Block _____ Plat _____	
State / ZIP _____	_____	Unplatted _____	
Phone Number _____	_____	Parcel Control Number (PCN) _____	
E-Mail Address _____	_____	(Required – Can be found on parcel's tax bill)	
CONTRACTOR INFORMATION		REQUESTED WORK	IMPROVEMENT
☐ Owner / Lessee Builder		☐ Building	☐ New Construction
Qualifier _____		☐ Structure	☐ Alteration
Company _____		☐ Sign	☐ Electrical
Address _____		☐ Electrical	☐ Addition
City _____		☐ Gas	☐ Repair / Replace
State / ZIP _____		☐ Mechanical	☐ Demolish
Phone Number _____		☐ Plumbing	☐ Install
E-Mail Address _____		☐ Roofing	☐ Change of Contractor
License Number _____		☐ Pool / Spa	☐ Other _____
DESCRIPTION OF PROPOSED IMPROVEMENT			
Provide a complete description of the work you are proposing: _____ _____ _____ _____			
SQUARE FOOTAGE (area) Existing: _____, Proposed: _____, Total: _____, Job Valuation: \$ _____			
OFFICE USE ONLY:			
Parks \$ _____	Bldgs \$ _____	School \$ _____	Roads \$ _____ Total \$ _____
Fee \$ _____	Lien \$ _____	Radon \$ _____	Impact \$ _____ Total \$ _____



SUPPLEMENTAL CONSTRUCTION LIEN LAW INFORMATION

A recorded **Notice of Commencement** is required when the direct contract is greater than \$2,499 (\$7,499 for repair or replacement of existing heating and air conditioning equipment). **No inspections will be scheduled until a recorded Notice of Commencement is on file with the Building Division, Village of North Palm Beach.**

FEE SIMPLE TITLEHOLDER'S

☐ Same as owner on front of form

Name _____

Address _____

City _____ St / ZIP _____

Phone Number _____

MORTGAGE COMPANY

☐ Not applicable

Name _____

Address _____

City _____ St / ZIP _____

Phone Number _____

BONDING COMPANY

☐ Not applicable

Name _____

Address _____

City _____ St / ZIP _____

Phone Number _____

ARCHITECT / ENGINEER / DESIGNER

☐ Not applicable

Name _____

Address _____

City _____ St / ZIP _____

Phone Number _____

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

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 be performed to meet the standards 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, HEATERS, TANKS, ROOFING, AIR CONDITIONERS, GAS, FENCES and DRIVEWAYS.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations.
- Issuance of a permit is not authorization to violate public or private restrictions.
- Issuance of a permit does **not** assure compliance with Home Owner Association rules, regulations and/or deed restrictions. Property Owners are advised to obtain approval from their Home Owner Association before making any improvements to their properties.
- Failure to comply with applicable construction regulations may result in the withholding of future permits.
- Submission of any false information or representation is a violation of law and may result in revocation of the permit.

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.

WARNING TO OWNER:

Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.

Signature _____

Owner or Agent

Print Name _____

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____

(Date)

By means of physical presence / online notarization by:

By _____

(Name of person acknowledging)

Who is personally known to me or who has produced _____

(Type of identification)

(Signature of person taking acknowledgement)

SEAL

Signature _____

Certificate of Competency Holder / Owner-Builder

Print Name _____

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____

(Date)

By means of physical presence / online notarization by:

By _____

(Name of person acknowledging)

Who is personally known to me or who has produced _____

(Type of identification)

(Signature of person taking acknowledgement)

SEAL

