

Facility Permitting System (FPS) Applicant Quick Guide

Introduction

The Facility Permitting System (FPS) is an advanced platform designed to streamline and facilitate the facility use permitting process for Palm Beach County. The following is a quick guide on how applicants can navigate the system, create an account, submit a reservation, track permit status, resubmit a reservation, and cancel a reservation.

Link Access

The link to the FPS site can be found on the FDO website, under the "Permits" tab: <https://pbc.gov/fps>.

Landing Page

The landing page is the FPS homepage, which offers various navigation links to different parts of the application, such as:

- [Guide to Getting a Permit](#)
- [Track Permit Status](#)
- [Create Account](#)
- [Login Page](#)
- [Government Use Only/Public Use Forms](#)

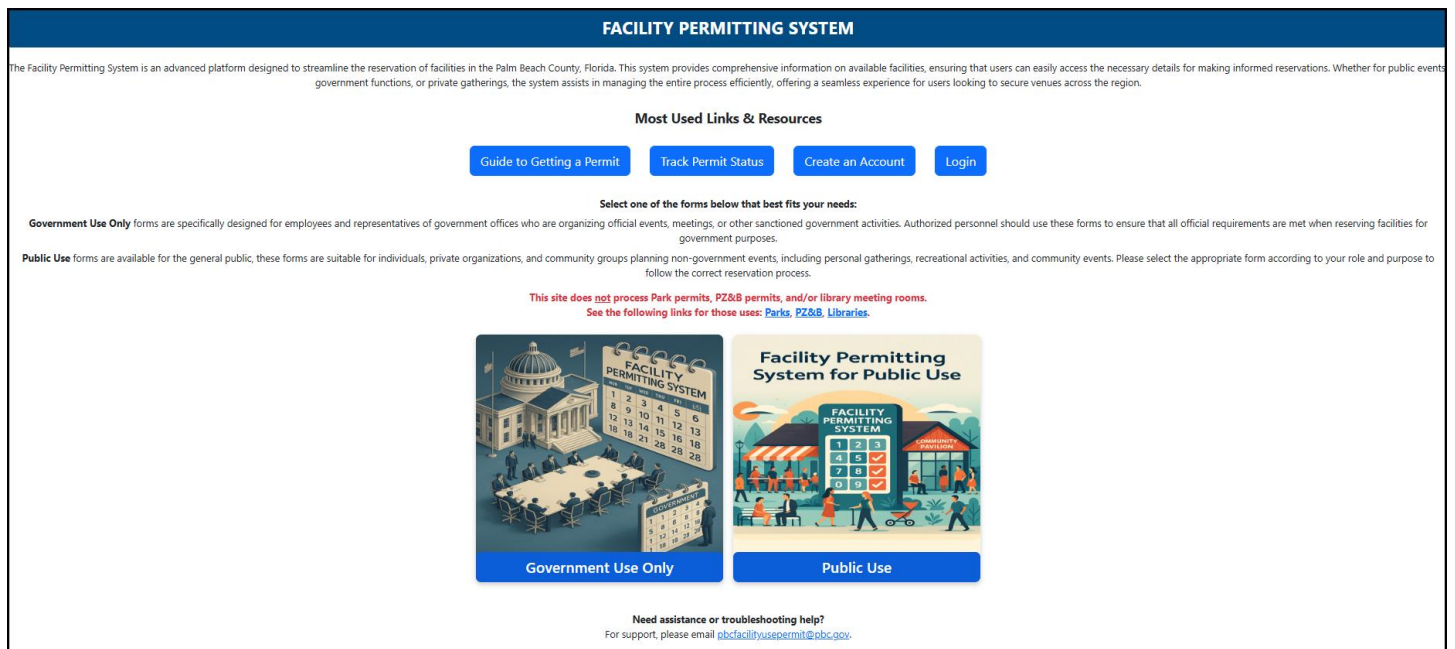


Figure 1. Landing Page

Create Account

Creating an account streamlines the process of tracking reservations and creating and submitting a permit request for returning users; it is not required to submit a reservation.

Note: All **required fields** are marked with an asterisk (*). Please complete these fields to proceed with the reservation process.

1. Click the "**Create an Account**" button on the landing page.
2. Fill out all required fields, and click the "**Save**" button.

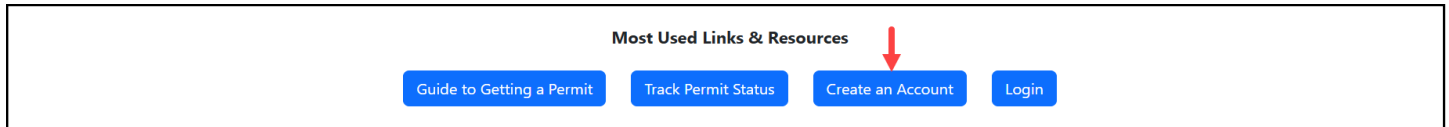


Figure 2. Create an Account Link

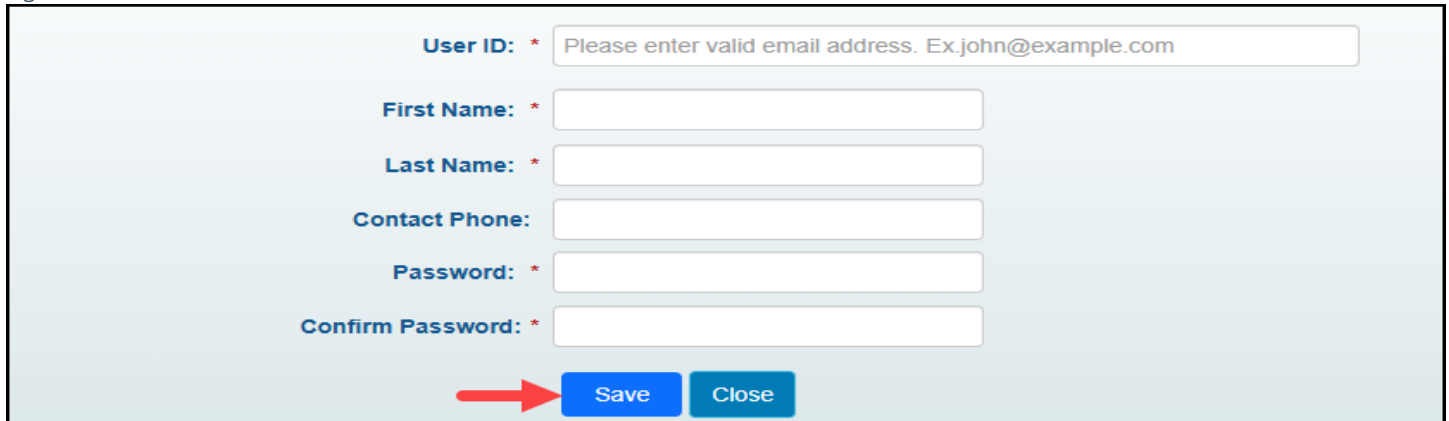
A screenshot of a registration form. It includes the following fields: "User ID: *" with a placeholder "Please enter valid email address. Ex.john@example.com"; "First Name: *"; "Last Name: *"; "Contact Phone:"; "Password: *"; and "Confirm Password: *". At the bottom, there are two buttons: "Save" and "Close". A red arrow points to the "Save" button.

Figure 3. Create Account Fields

User Login

1. Click the "**Login**" button on the landing page.
2. Enter **User Name** and **Password**.
3. Click the "**Login**" button, and the system will direct you to the landing page for returning users.

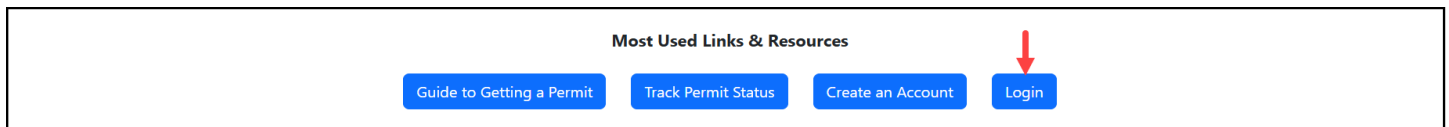


Figure 4. Login Link

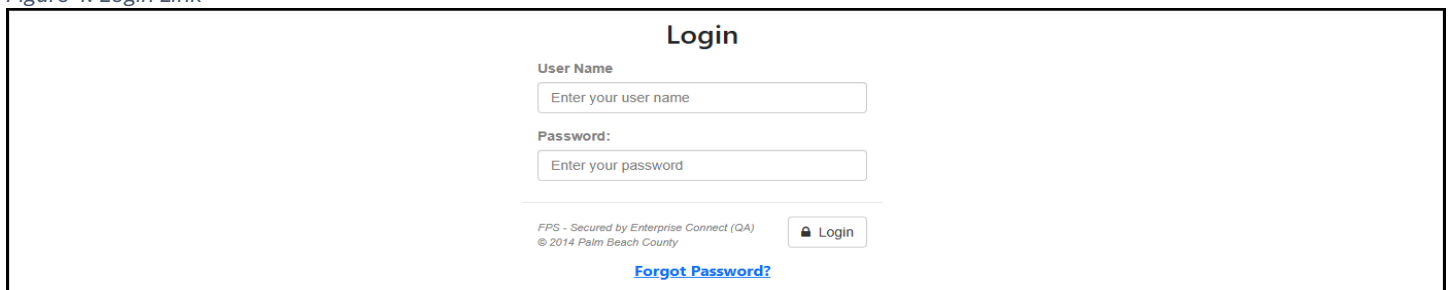
A screenshot of a login screen titled "Login". It features two input fields: "User Name" with the placeholder "Enter your user name" and "Password:" with the placeholder "Enter your password". Below the fields is a "Login" button with a lock icon. At the bottom, there is a "Forgot Password?" link. Small text at the bottom left reads "FPS - Secured by Enterprise Connect (QA) © 2014 Palm Beach County".

Figure 5. Login Screen

Returning User Landing Page

The landing page for returning users offers various navigation links to different parts of the application, such as:

- [Returning User](#)
- [Government Use Only/Public Use Forms](#)

FACILITY PERMITTING SYSTEM

The Facility Permitting System is an advanced platform designed to streamline the reservation of facilities in the Palm Beach County, Florida. This system provides comprehensive information on available facilities, ensuring that users can easily access the necessary details for making informed reservations. Whether for public events, government functions, or private gatherings, the system assists in managing the entire process efficiently, offering a seamless experience for users looking to secure venues across the region.

Most Used Links & Resources



[Guide to Getting a Permit](#) [Returning User](#)

Select one of the forms below that best fits your needs:

Government Use Only forms are specifically designed for employees and representatives of government offices who are organizing official events, meetings, or other sanctioned government activities. Authorized personnel should use these forms to ensure that all official requirements are met when reserving facilities for government purposes.

Public Use forms are available for the general public, these forms are suitable for individuals, private organizations, and community groups planning non-government events, including personal gatherings, recreational activities, and community events. Please select the appropriate form according to your role and purpose to follow the correct reservation process.

This site does not process Park permits, PZ&B permits, and/or Library meeting rooms.
See the following links for those uses: [Parks](#), [PZ&B](#), [Libraries](#).



Government Use Only **Public Use**

Need assistance or troubleshooting help?
For support, please email pbcfacilityusepermit@pbc.gov.

Figure 6. Returning User Landing Page

Submit Reservation

1. **Select Form** – Hover over form types on the landing page and select a form.

Government Use Only forms are specifically designed for employees and representatives of government offices who are organizing official events, meetings, or other sanctioned government activities.

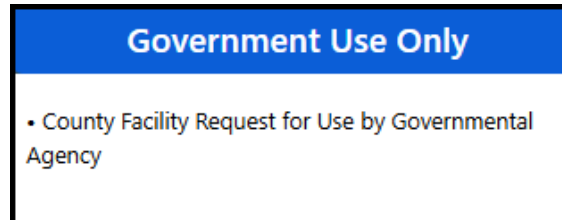


Figure 7. Government Use Only Forms

Public Use forms are available for the general public, these forms are suitable for individuals, private organizations, and community groups planning non-government events, including personal gatherings, recreational activities, and community events.

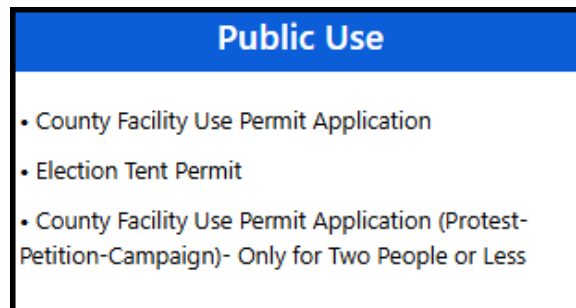


Figure 8. Public Use Forms

2. **Select Facility** – All facilities associated with the selected form will display. To view further facility details, click the facility image or the "Info" link. Click the "Reserve" link/button to initiate the reservation process.

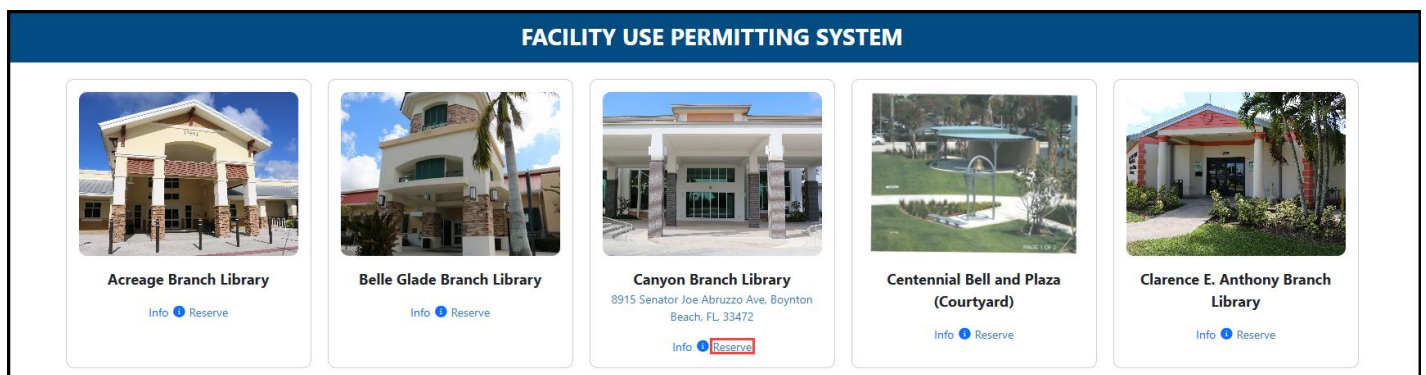



Figure 9. Facilities

3. **Review Facility Details** – The facility's rules and use policies will be displayed, along with other key details such as room features, capabilities, restrictions, and amenities. Review all the information and click **Accept & Continue** to proceed.

Facility: Canyon Branch Library
Form: County Facility Use Permit Application

Facility Applicant Reservation Attachments Signature



Canyon Branch Library
8915 Senator Joe Abruzzo Ave, Boynton Beach, FL 33472
[Change facility](#)

Use Limitation: The public may submit a permit for use of the Expressive Activity Area or the Library parking lot.

Disclaimer: The public may reserve a meeting room, study room, or any other interior space within the library by contacting the Library directly at 561-233-2600, visiting pbclibrary.libcal.com or stopping by the library facility.

Hours of Operations: *

Monday-Thursday: 10:00AM-9:00PM
Friday: 10:00AM-6:00PM
Saturday: 10:00AM-5:00PM
Sunday: 12:00PM-5:00PM

*Permit submissions and activities are limited to the hours listed above.

FACILITY RULES & USE POLICY

1. User shall be responsible for items left at the Facility by guests, workers, employees or representatives of the User. The County shall not be responsible for items left by the User.

[→ Accept & Continue](#)

Figure 10. Facility Tab

4. **Enter Applicant Details** – Fill out all required applicant details, which vary depending on the form, and click "**Save & Continue**". Note: When a returning user logs into their account and initiates a new permit, all applicant tab fields will be pre-filled with data based on the prior permit.

Facility: Canyon Branch Library
Form: County Facility Use Permit Application

Facility Applicant Reservation Attachments Signature

***Name of Entity/Individual:**

***Phone:** **Phone Extension:** ***Email:**

***Address:**

***City:** ***State:** ***Zip Code:**

***Name and Title of Authorized Representative:**

***Type of Entity:** Public Agency Non-Profit Other

[← Go Back](#) [→ Save & Continue](#)

Figure 11. Applicant Tab

5. **Select Reservation Date/Time** – Select the desired dates and times to reserve the facility. Reservations cannot be scheduled within 5 days of the current date or more than 6 months in advance of the current date.
- Select a date on the calendar you wish to reserve. The calendar is color-coded to indicate available (grey), partially unavailable (yellow), and unavailable (red) dates.
 - Select a start and end time slot you wish to reserve. The time slot selections are color-coded to indicate available time slots (grey) and unavailable time slots (red). Your timeslot selections will be highlighted in blue.
 - To reset your selection, start over by selecting new time slots. Once satisfied with your initial date/time slot selection, you can do the following:
 - Return to Application** – Go back to the application without saving changes.
 - Save Date/Time** – Save the current date and time entry to continue reservation process.
 - Save and Add Additional Date/Time** – Save the current entry and add another date/time.

Facility: Canyon Branch Library
Form: County Facility Use Permit

Facility Applicant **Reservation** Attachments Signature

Instructions: Select the **start time slot**, and then the **end time slot** you wish to reserve the facility for. To reset your selection, start over by selecting two more time-slots. Times that display as red are unavailable. Your selection may not contain these times.

Available Partially unavailable Unavailable

January 2026						
Su	M	Tu	W	Th	F	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


10:00 AM - 10:30 AM	10:30 AM - 11:00 AM	11:00 AM - 11:30 AM	11:30 AM - 12:00 PM
12:00 PM - 12:30 PM	12:30 PM - 1:00 PM	1:00 PM - 1:30 PM	1:30 PM - 2:00 PM
2:00 PM - 2:30 PM	2:30 PM - 3:00 PM	3:00 PM - 3:30 PM	3:30 PM - 4:00 PM
4:00 PM - 4:30 PM	4:30 PM - 5:00 PM	5:00 PM - 5:30 PM	5:30 PM - 6:00 PM
6:00 PM - 6:30 PM	6:30 PM - 7:00 PM	7:00 PM - 7:30 PM	7:30 PM - 8:00 PM
8:00 PM - 8:30 PM	8:30 PM - 9:00 PM		

Figure 12. Reservation Tab - Calendar

6. **Enter Reservation Details** – After selecting the dates and time slots, enter the reservation details. Fill out all required fields, any optional fields, and click the "**Save & Continue**" button.

Facility: Canyon Branch Library
Form: County Facility Use Permit

Facility Applicant Reservation Attachments Signature

*Requested Dates/Times: 14 Jan 2026 12:00 PM-01:00 PM  [Add Additional Date/Time](#)

Facility Area:

*Event Title:

USE

*Estimated Number of Attendees (including user/staff/volunteers):

*Describe activity:

Describe Equipment Provided by User:

[← Go Back](#) [→ Save & Continue](#)

Figure 13. Reservation Tab - Fields

7. **Upload Documents** – Upload any relevant documents that support the reservation request (e.g., flyers, insurance certificate, signature authority letters, floor plan layout).
 - a. **Choose a file** from the file directory or **drag and drop it** onto the drop zone from Windows Explorer.
 - b. Add a file **description**.
 - c. To remove a file before upload, click the **yellow circle-backslash** button.
 - d. Click the "**Start Upload**" button, and a success message will display.
 - e. To delete an attachment, click the **red trash** icon.
 - f. Repeat steps a- e as needed.
 - g. Once you are satisfied with all the uploaded attachments, click "**Continue**" to proceed.

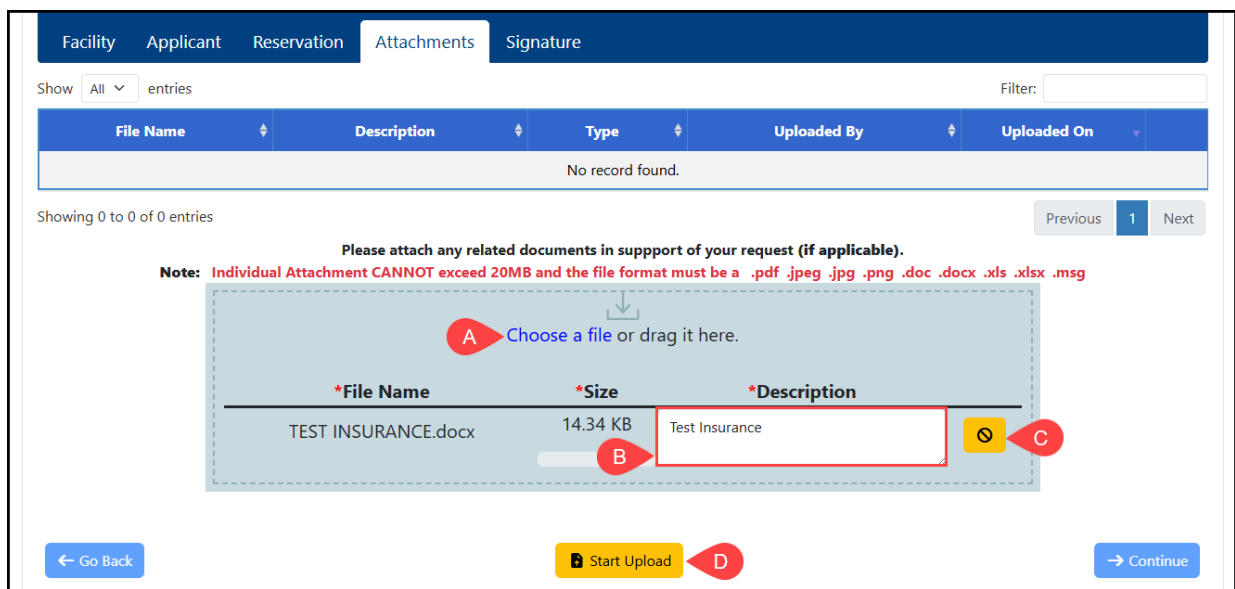


Figure 14. Attachment Tab – Pre Upload

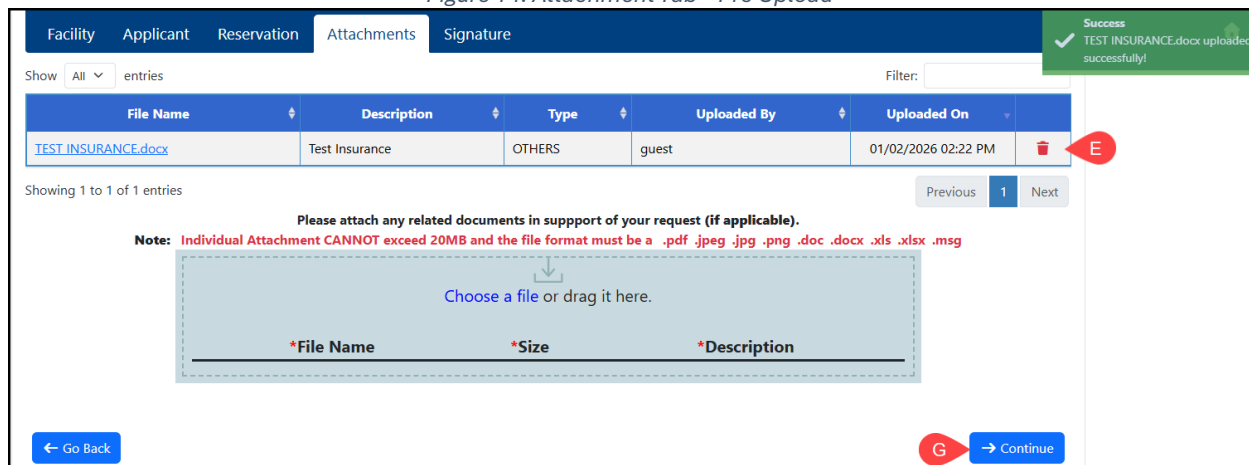
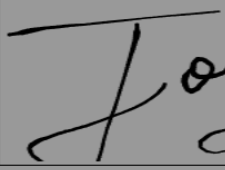


Figure 15. Attachment Tab - Post Upload

8. **Sign and Submit Reservation** – Sign and print name, including the title and date. Afterward, click the **"Submit Reservation"** button to proceed with submitting the reservation. The system will display a pop-up window with reservation information and will send an email to the applicant providing details of the submitted reservation.


Facility: Canyon Branch Library
 Form: County Facility Use Permit Application (Protest-Petition-Campaign)- Only for Two People or Less

Facility Applicant Reservation Attachments **Signature**

*Sign Here:


*Print Name:
 John Smith

*Title:
 John Smith



Reservation Info

Reservation #	FDO-2026-00057
Facility	Canyon Branch Library
Requested Dates/Times	<ul style="list-style-type: none"> 12 January 2026 - 12:00 PM to 12:30 PM
Applicant	John Smith
Email	stephanielanglois29@gmail.com
Event Title	Training

OK

← Go Back ✔ Submit Reservation

Figure 16. Signature Tab - Submitted Reservation

Palm Beach County Facility Permitting System (FPS)

Dear John Smith ,

Thank you for selecting our facility for your upcoming needs.

Here are the details of your selection:

- Facility: Canyon Branch Library
- Reservation #: FDO-2026-00057
- Requested Dates/Times:
 - 12 January 2026 - 12:00 PM to 12:30 PM

To view your submission at any time, please click the link below:

[Submission Form](#)

Our team will review the information. If additional information is required, we will reach out to you for further details.

Thank you.

Figure 17. Reservation Submitted Email

Resubmit Reservation

The system will send an email to the applicant notifying them that the reservation has been returned. A reservation can be resubmitted if it has been returned to the applicant. Please follow the steps below.

1. **Click Link** – Click the hyperlink within the email to update the reservation request.

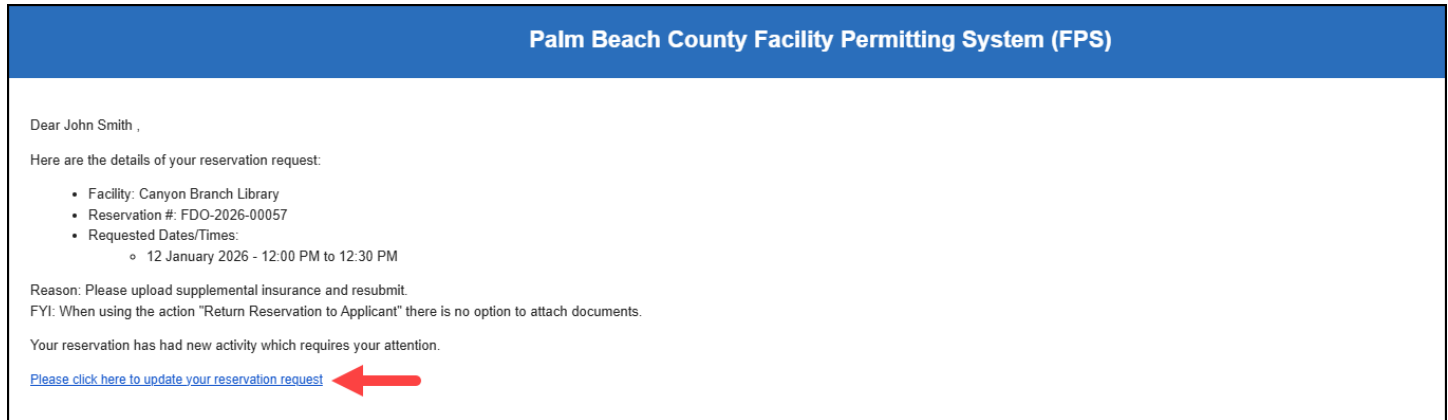


Figure 18. Reservation Returned Email

2. **View Code** – The system will send a verification code to the applicant's email address.

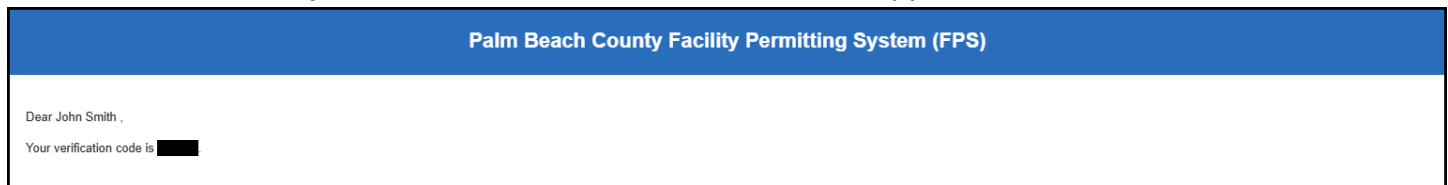


Figure 19. Verification Code Email

3. **Enter Code** – Enter the verification code and click the "Submit" button to view reservation details.

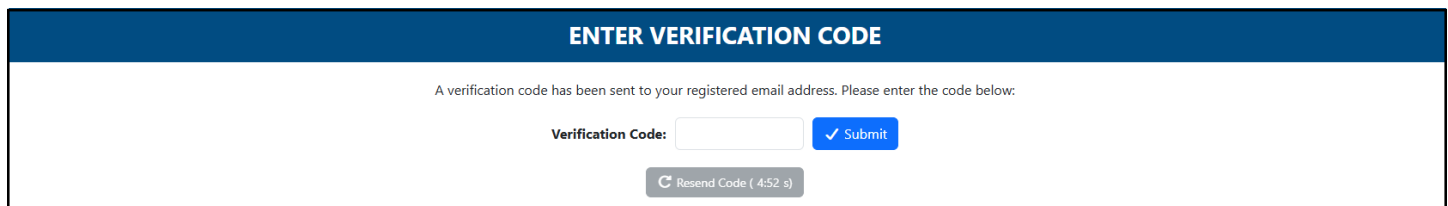


Figure 20. Verification Code Field

4. **Click Edit Button** – Click the "Edit Reservation" button to proceed.



Figure 21. Edit Reservation Button

5. **Edit Reservation** – Review and update the Applicant, Reservation, Attachments, and Signature tabs as needed. For example, updating individual details, uploading new attachments, and so on.

FDO-2026-00057 (Returned to Applicant)

← Return to Dashboard

Facility: Canyon Branch Library
Form: County Facility Use Permit Application (Protest-Petition-Campaign)- Only for Two People or Less

Facility Applicant Reservation Attachments Signature

*Name of Entity/Individual:
John Smith

*Phone: (564) 358-4754 Phone Extension: 754 *Email: stephanielanglois29@gmail.com

*Type of Entity: Individual Non-Profit Other

← Go Back → Save & Continue

Figure 22. Applicant Tab

6. **Re-sign and Resubmit Reservation** – Re-sign and reprint your name, including the date and title. Afterward, click the "**Resubmit Reservation**" button. The system will display a pop-up window with reservation information and send an email to the applicant providing details of the resubmitted reservation.

FDO-2026-00057 (Returned to Applicant)

← Return to Dashboard

Facility Applicant Reservation Attachments Signature

*Sign Here:
Clear

*Print Name: *Date: 01/05/2026

*Title:

← Go Back ✓ Re-Submit Reservation

Figure 23. Signature Tab

Track Permit Status

The process for tracking a permit status varies depending on whether the reservation was made with or without a user account.

No Account User

1. Click the "**Track Permit Status**" button on the landing page.

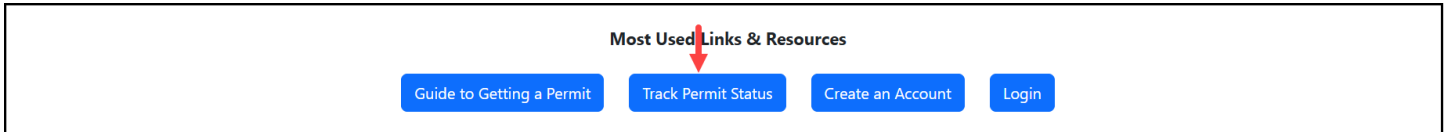


Figure 24. Track Permit Status Link

2. Enter the **Reservation ID** and click the "**Submit**" button. The system will send a verification code to the applicant's email address.

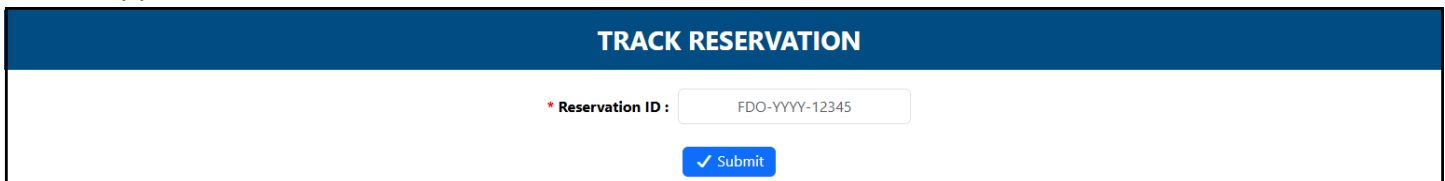


Figure 25. Reservation ID Field

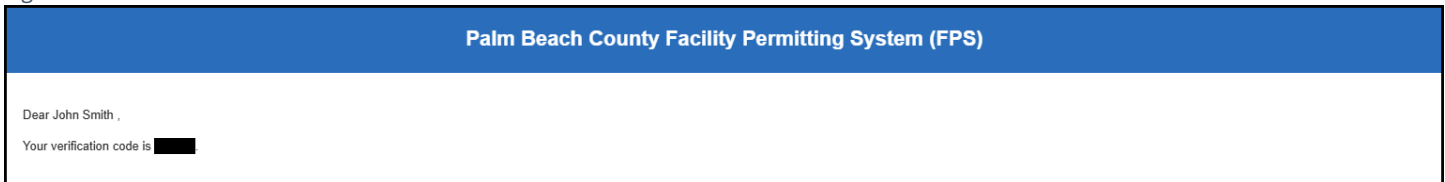


Figure 26. Verification Code Email

3. Enter the **Verification Code** and click the "**Submit**" button to view current reservation details/status.

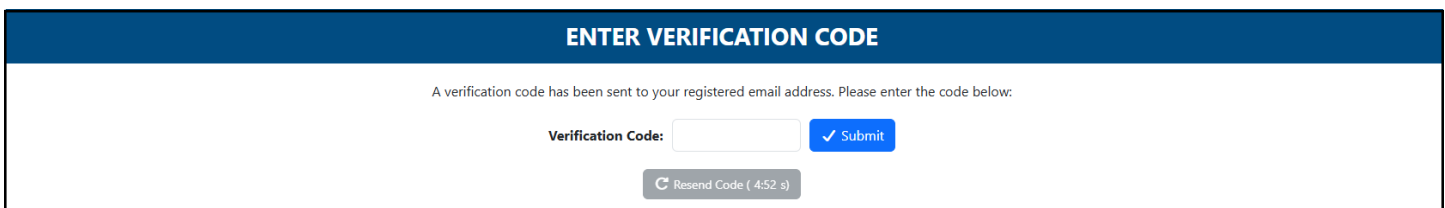


Figure 27. Verification Code Field

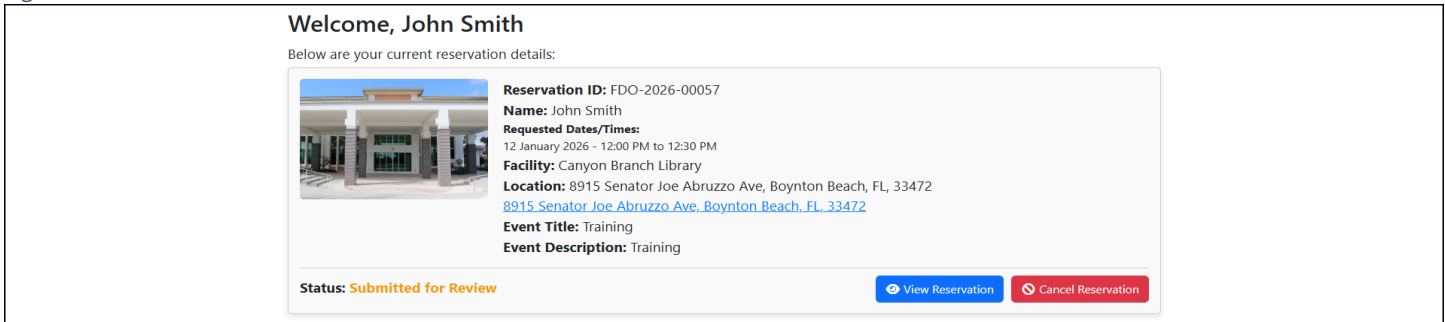


Figure 28. Reservation Details

Returning User

1. Click the "**Login**" button on the landing page.

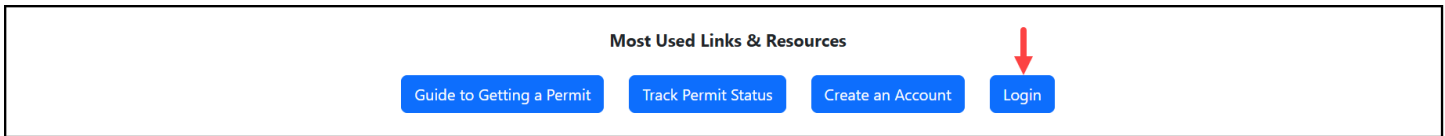


Figure 29. Login Link

2. Enter **Username and Password**, and then click the "**Login**" button.

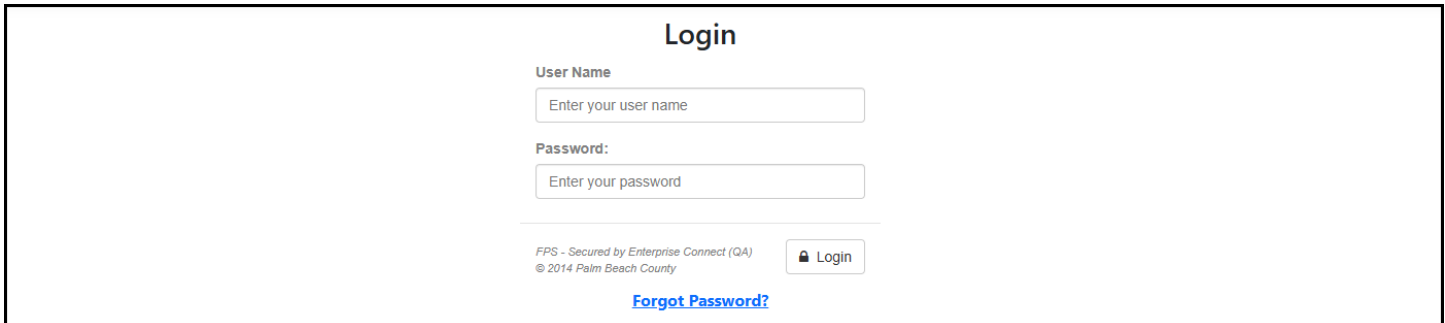


Figure 30. Login Screen

3. Click the "**Returning User**" button on the landing page. The **Returning User** page will display.

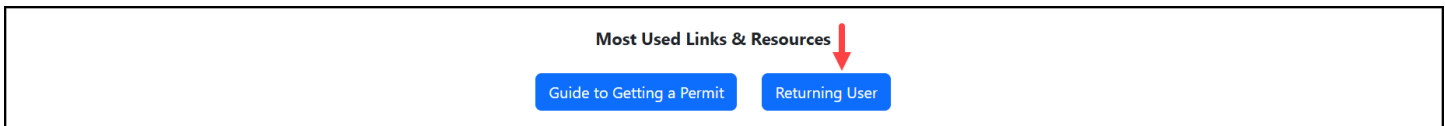


Figure 31. Returning User Link

4. View and track the status of all your reservations. The following actions are available:

- View Reservations** – View all reservations associated with the user account.
- Print PDF (Approved Reservation Only)** – Print the approved reservation.
- Cancel** – Cancel a facility reservation.
- Copy (Approved Reservation Only)** – Copy reservation details to a new reservation. Requires the applicant to select new dates. Other reservation details can be adjusted, as needed.



Figure 32. Returning User Page

Cancel Reservation

The process to cancel a reservation varies depending on whether the reservation was made with or without a user account.

No Account User

1. Click the **"Track Permit Status"** button on the landing page.

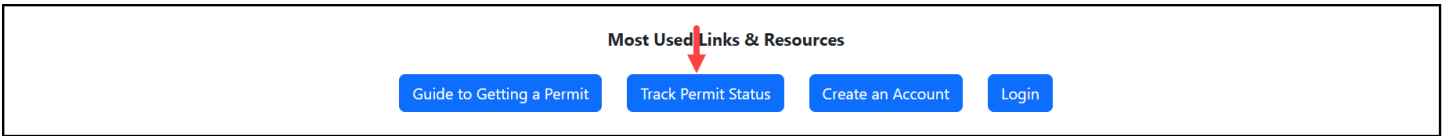


Figure 33. Track Permit Status Link

2. Enter the **Reservation ID** and click the **"Submit"** button. The system will send a verification code to the applicant's email address.

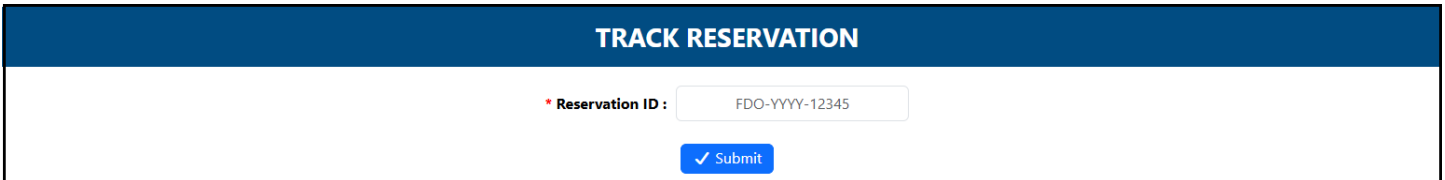


Figure 34. Reservation ID Field

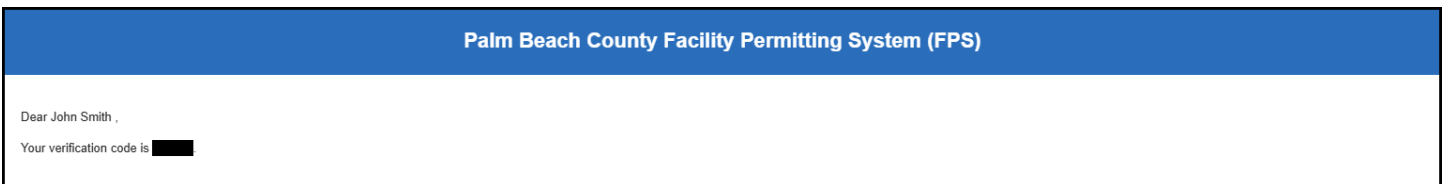


Figure 35. Verification Code Email

3. Enter the **Verification Code** and click the **"Submit"** button to view current reservation details.

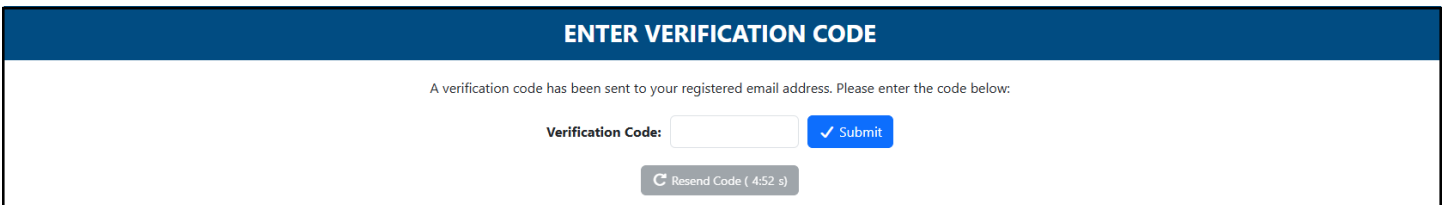


Figure 36. Verification Code Field

4. Within the reservation details screen, click the **"Cancel Reservation"** button.



Figure 37. Cancel Reservation Button

5. A **Cancel Reservation** window will display. Enter comments and click the "**Save**" button. A success message will be displayed, and the status will be updated to 'Canceled'. The system will send an email confirming cancellation.

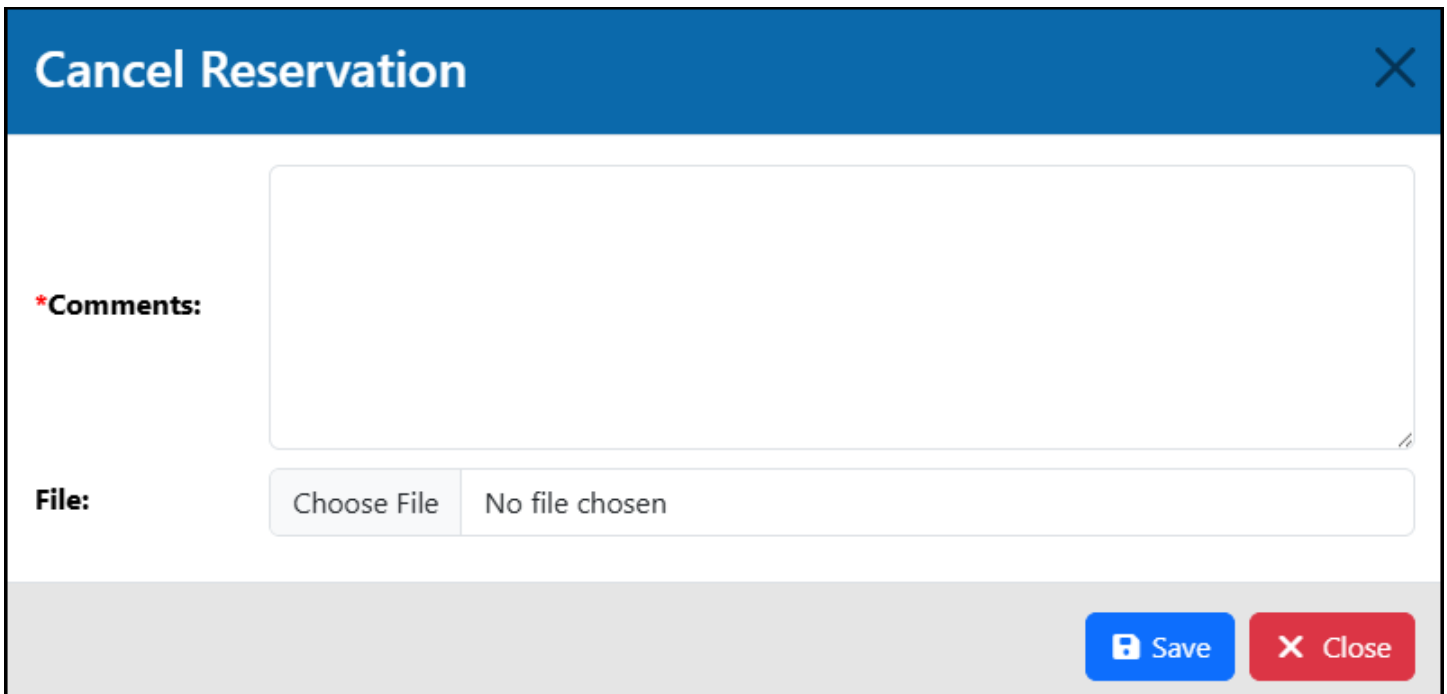


Figure 38. Cancel Reservation Window

Account User

1. Click the **Login** button on the landing page.

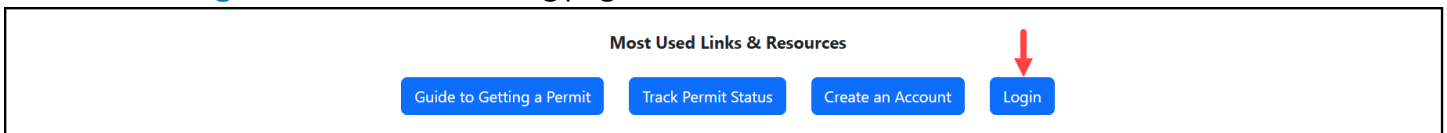


Figure 39. Login Link

2. Enter your **Username and Password**, and then click the **Login** button.

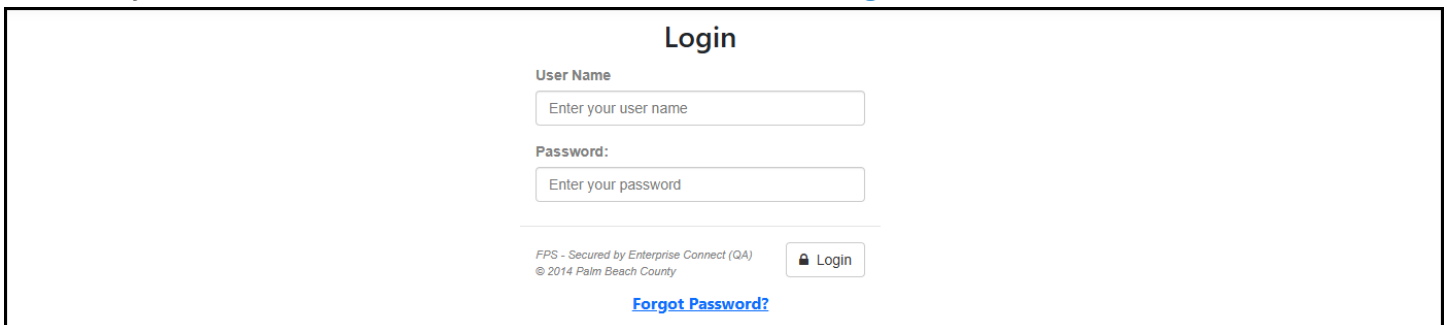


Figure 40. Login Screen

3. Click the **Returning User** button on the landing page. The **Returning User** page will display.

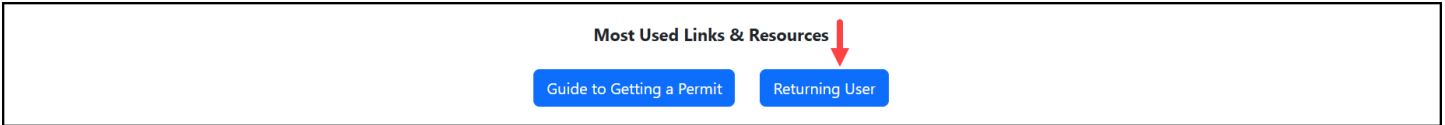


Figure 41. Returning User Link

4. Within the **Returning User** screen, click the **Cancel** button. Alternatively, click "**View Reservation**" and then "**Cancel Reservation**" at the top.



Figure 42. Cancel Button

5. A **Cancel Reservation** window will display. Enter comments and click the **Save** button. A success message will be displayed, and the status will be updated to 'Canceled'. The system will send an email confirming cancellation.

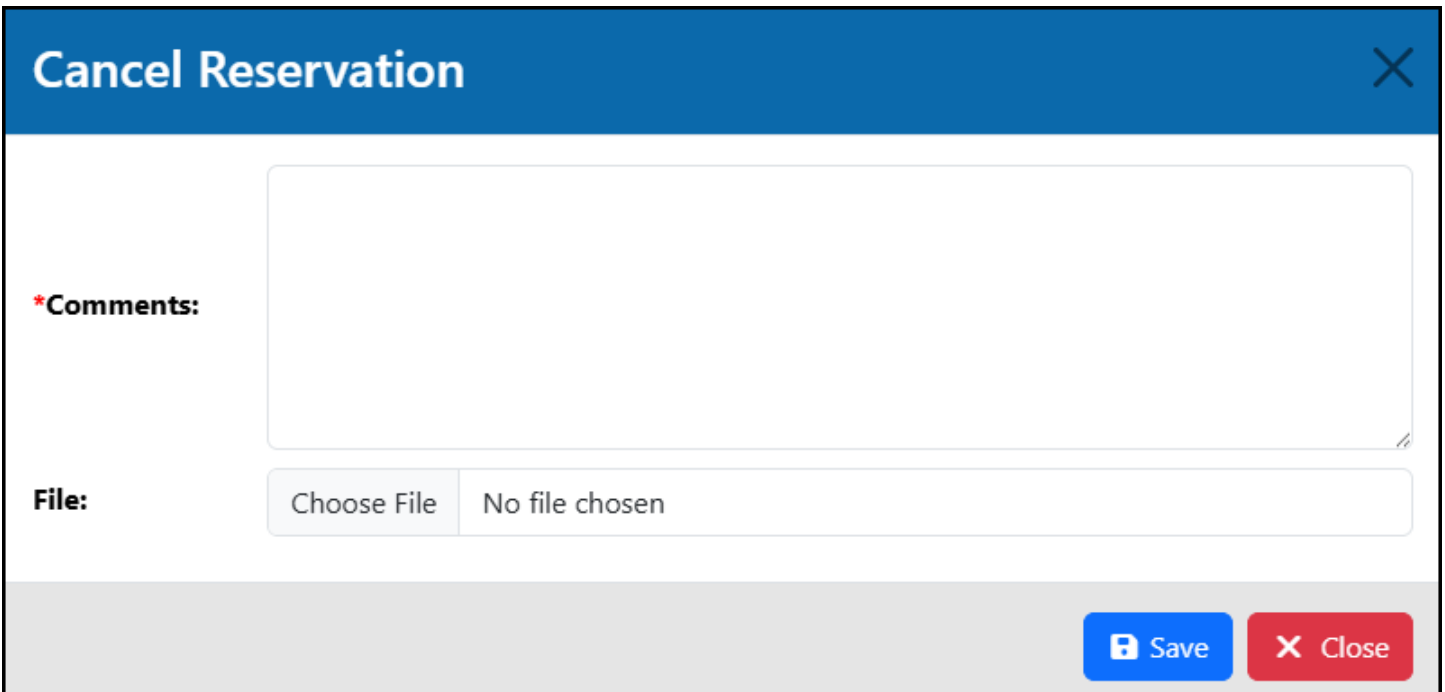


Figure 43. Cancel Reservation Window