



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?..... 3
- Is there an Owner/Builder Online Portal Guidance? 4
- How do I apply for a permit? 5
- What type of permits can I apply for online? 14
- What permit types can be self-issued?..... 15
- How do I apply for a NON PCN Permit? 16
- How do I apply for a sub permit? 20
- How do I apply for a revision? 22
- How do I apply for a renewal to an Inactive permit?..... 23
- How do I apply for Change of Contractor Only? 25
 - How do I apply for Renewal with optional Change of Contractor?..... 29
- How do I pay fees for an application? 36
- How do I obtain my receipts online? 37
- How do I respond to comments/corrections on my application?..... 40
- How do I upload my NOC and other supporting documents after application submittal?..... 45
- How do I upload documents that I missed during application submittal? 48
- Where can I see the comments for returned supporting documents displayed?..... 50
- Can I designate someone else to prepare and submit permit applications on my behalf? 52
- Where do I see and download my permit card and other permit documents?..... 54
- Can I designate someone else to respond to comments on my application? 55
- Can I designate someone else to upload documents on my application? 55
- What other help is available on the portal?..... 55
- Where is my application? 56
- What is Actions Required?..... 56
- Can I create a permit request and complete it later? 57
- My proxy prepared a permit application, how do I submit it?..... 58



EPZB Building portal

What communication will I receive on my permit application?.....58

What online functions are available for owner/builders and installers?58

What are the document submittal guidelines?58

How do I schedule/cancel an inspection on my permit?59

 Method 1: Permits & Inspections59

 Method 2: My Permits63

How to see Inspection results?65

When will the inspections be done?.....66

How do I see inspector location?.....69

What is the review status of my application and when will my permit be issued?.....71

How do I apply for a Master Plan Review?75

How do I apply for a Child of Master Plan?80

How do I apply for an Agricultural Review Application?.....82

How do I enter Main Multiples?82

How do I add multiple addresses on new submittals and edit addresses on returned submittals?.....84

 How do I add multiple addresses on new submittals?85

 How do I edit addresses on returned submittals?.....90

How do I submit a Special Permit Category Request (BDB), (AHP), or (WHP)?.....93

How do I apply for a Self-Issued Solar-Photovoltaic (SolarApp+) Permit?96

 Quick overview of preliminary steps to follow with SolarApp+ prior to applying for installation permit96

 Apply for a Self-Issued SolarApp+ installation permit through the ePZB Customer Portal.....97



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.

CONTRACTOR ONLINE PORTAL GUIDANCE

Click here for FAQs

Building - Home

For Frequently Asked Questions, go to the "Click here for FAQs" link on the top left corner of the page.

Click the bell icon on the top-right corner of the page for actions required.

Important Notice:
The PBC Building Division is dedicated to the safety of the residents and believes that the buildings in PBC are safe; We have been ensuring safe buildings in our County since 1957. However, any person in any building located in unincorporated PBC can report any perceived safety issues or concerns to PBC Building Division at any time and staff will investigate. Please send an email to PZB-Bldg@pbcgov.org advising of the building location and the specific 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@pbcgov.org
Inspections:
PZB-Inspection@pbcgov.org
Click here for FAQs

Permit & Inspection Forms
App Submittal Checklist
Items not requiring a permit
Uploading NOC

ERecording Flier
PZB Home
Building Home

Only contractors have this option. Submit your Add/Change of Contractor application here!

Start new permits and sub permits here!

New Permit Request
New Sub Permit Request
New Master Plan Review
Add/Change of Contractor Request

Draft/Submitted Applications

For permits you have started and not submitted; and permits still in review.

Renew any inactive permit. Only Contractors can submit a Change of Contractor online. Owner Builders will only see "RENEWAL"

Green button - Print Docs
Yellow button - Schedule Inspections
Red button - Renewals and Revisions

My Permits (Revision/Renewal)
My Master Plans
Renewal with Change of Contractor

Respond to Comments
Pay Application fees
Correct Applications

Actions Required / Upload Corrections

NOC's, Drainage Certificate, Elevation Certificate, Permit Cancellation/Void App Request, and Permit Extension Request can be uploaded here after your permit is accepted for Review

Supporting Documents

These symbols are located throughout the portal. Click them for more information.

Manage Proxy
Manage Frequent Contacts

Schedule an inspection on any permit

Permits & Inspections

Fee Estimator

Once logged in, click on: Menu > Building > Online Submittal

Call Permitting Online Help at 561-233-5119

To access our site, visit us at: www.pbc.gov/epzb



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.

OWNER / BUILDER ONLINE PORTAL GUIDANCE

Menu ePZB Building - Home Charles Lewis

Click here for FAQs

For Frequently Asked Questions, go to the "Click here for FAQs" link on the top left corner of the page.

Click the bell icon on the top right corner of the page for actions required.

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Inspections:
PZB-Insp@pbcgov.org
Click [here](#) for FAQs

Permit & Inspection Forms
App Submittal Checklist
Items not requiring a permit
Uploading NOC

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PZB Home
Building Home

Start new permits and sub permits here!

New Permit Request
New Sub Permit Request
New Master Plan Review

Draft/Submitted Applications

For permits you have started and not submitted; and permits still in review.

Green button - Print Docs
Yellow button - Schedule Inspections
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My Permits (Revision/Renewal)
My Master Plans
Renewal
Renew any inactive permit

Respond to Comments
Pay Application fees
Correct Applications

Actions Required / Upload Corrections

Supporting Documents

NOC's, Drainage Certificate, Elevation Certificate, Permit Cancellation/Void App Request, and Permit Extension Request can be uploaded here after your permit is accepted for Review

These symbols are located throughout the portal. Click them for more information.

Manage Proxy
Manage Frequent Contacts

Schedule an inspection on any permit

Permits & Inspections

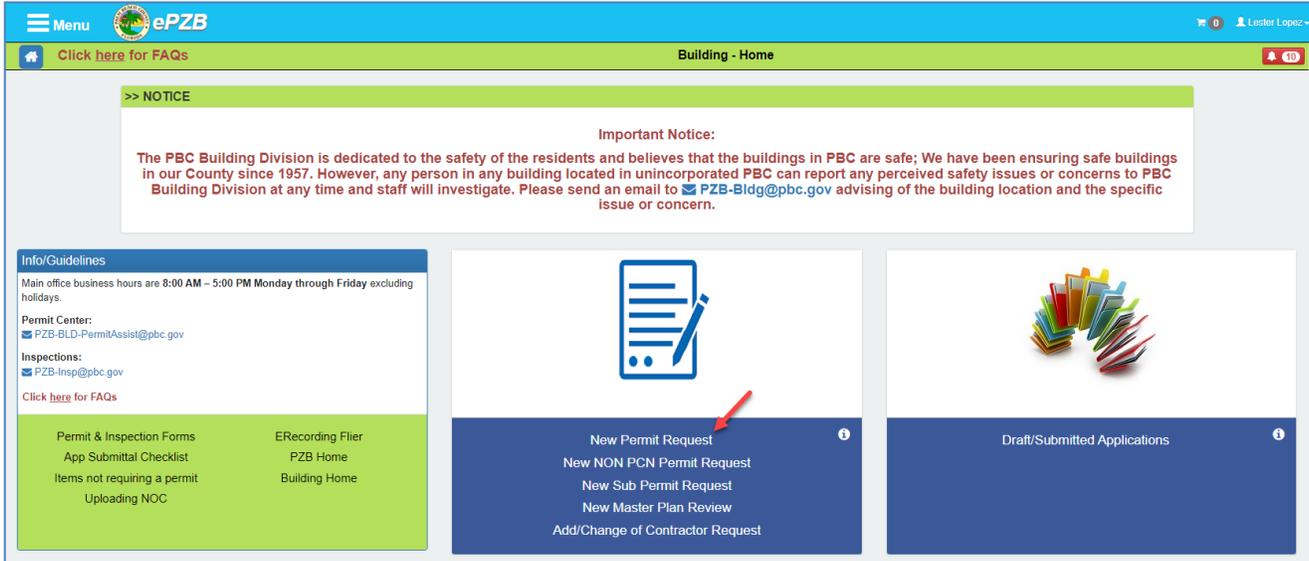
Fee Estimator

Once logged in, click on: Menu > Building > Online Submittal
Call Permitting Online Help at 561-233-5119
To access our site, visit us at: www.pbc.gov/epzb

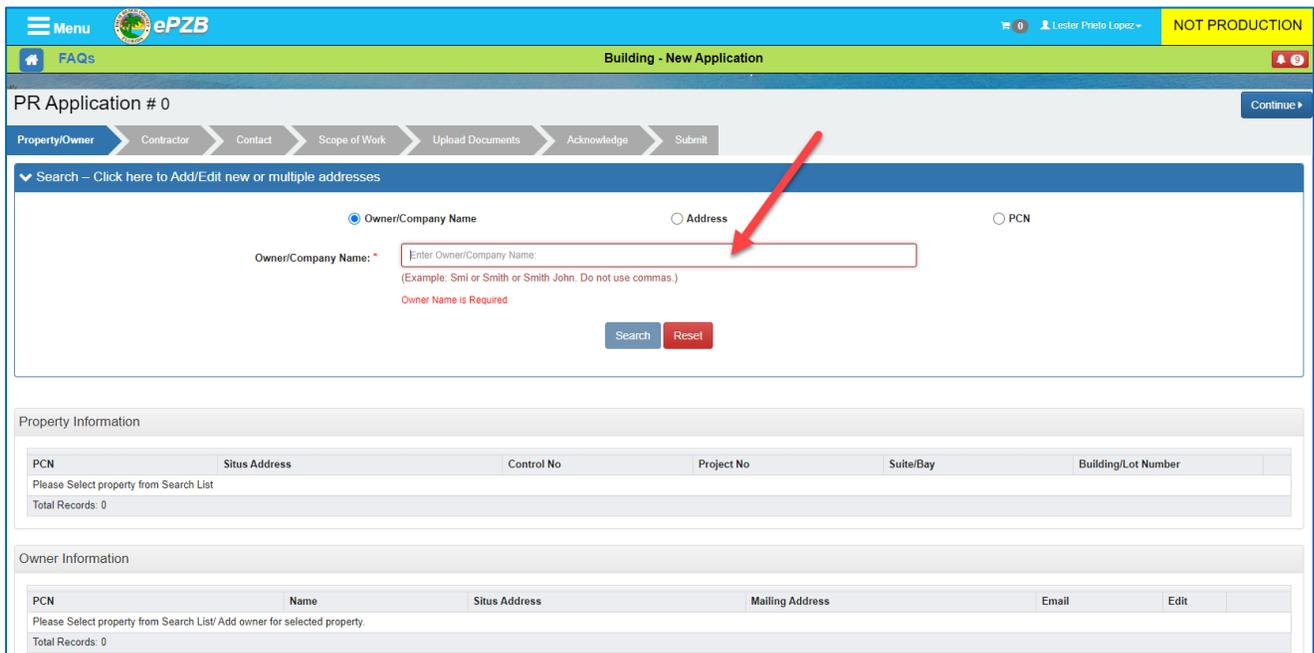


How do I apply for a permit?

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**

Building - New Application

R Application # 0 Continue

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

Search

Owner/Company Name
 Address
 PCN

Street No:
 Pre:
 Street Name:
 Type:
 Post:

PCN	Owner Name	Situs Address	Control No	Project Number
<input type="checkbox"/> 00-42-43-22-16-022-0000	Palm Beach County	2300 N Jog Rd, West Palm Beach, 33411	1984-00130	00473-012

Total Records: 1

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

Property Information

PCN	Situs Address	Control No	Project No	Suite/Bay	Building/Lot Number
00-42-43-22-16-022-0000	2300 N Jog Rd, West Palm Beach, 33411	1984-00130	00473-012		

Total Records: 1

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.

Add/Update Suite/Bay

PCN: 00-42-43-22-16-022-0000 - SitusAddress: 2300 N Jog Rd, West Palm Beach, 33411

Please click the Add button to add multiple suites/bays

1 →

3 →

5 →

4 ←

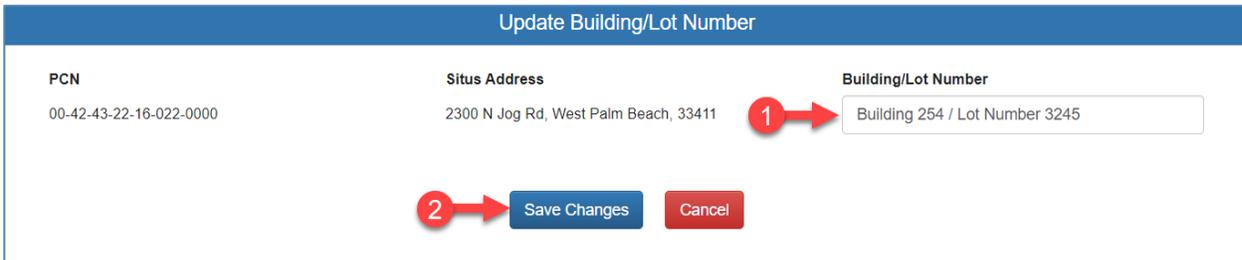
2 ←

a →

EPZB Building portal

Building/Lot Number:

1. Enter the Building/Lot number.
2. Click the “Save Changes” button.

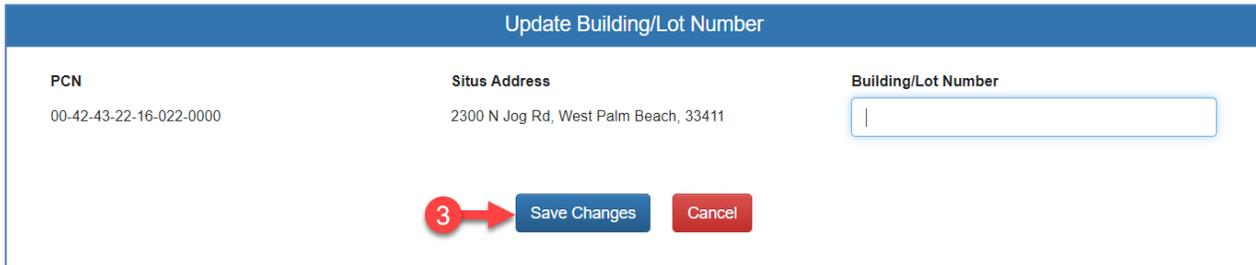


Update Building/Lot Number

PCN 00-42-43-22-16-022-0000	Situs Address 2300 N Jog Rd, West Palm Beach, 33411	Building/Lot Number Building 254 / Lot Number 3245
---------------------------------------	---	--

Save Changes Cancel

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.

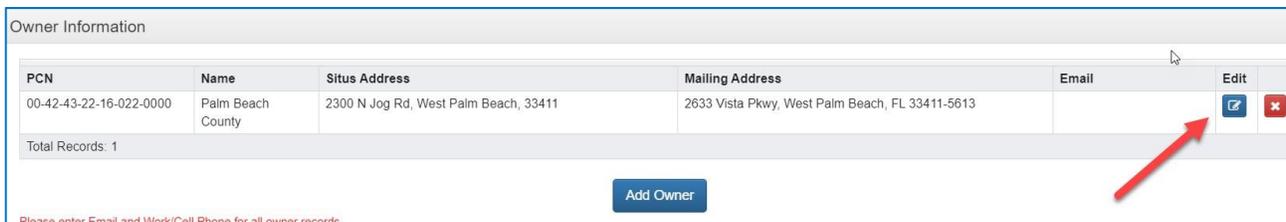


Update Building/Lot Number

PCN 00-42-43-22-16-022-0000	Situs Address 2300 N Jog Rd, West Palm Beach, 33411	Building/Lot Number
---------------------------------------	---	--------------------------------

Save Changes Cancel

Click the edit owner icon  as shown below



Owner Information

PCN	Name	Situs Address	Mailing Address	Email	Edit
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		 

Total Records: 1

Add Owner

Please enter Email and Work/Cell Phone for all owner records.

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.

Add/Update Owner

Owner Information

Select Property:
00-42-43-22-16-022-0000 -- 2300 N Jog Rd, West Palm Beach, 33411

**: Either the Company Name or the First and Last Name are required fields

HOA/Company Name **
Palm Beach County

Title: [Select] First Name: ** [] MI: [] Last Name: ** [] Suffix: [Select]

Work Phone: [] Cell Phone: []

Email: * [] Fax: []

I understand by not providing an owner email address the Building Division may be unable to notify the owner of important changes affecting their permit. I agree and take full responsibility for this action.

Address:
Country: [UNITED STATES]

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.

Same as Owner

OR

Fee Simple Title Holder's Name: * []

Address:

Country: [UNITED STATES]

Number: [] Fraction: [] Pre: [Select] Street Name: * [] Type: [Select] Post: [Select]

Apt/Bldg/Unit: [Select] Unit No: [] Building: [] City: * [] State: * [Select] Zip: * []

Lessee

Does the property have Lessee? * Yes No



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.

Building - New Application

PR Application # 39907

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

Contractor

Certification: *

Bonding Company

N/A

OR

Name: *

Address:

Country:

Number: Fraction: Pre: Street Name: * Ty

Apt/Bldg/Unit: Unit No: Building: City: * Sta



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:

Number: Fraction: Pre: Street Name: * Type:

Apt/Bldg/Unit: Unit No: Building: City: * State:

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: * 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**.

PR Application # 495487

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

Trade: * Structural Roofing Electrical Mechanical Plumbing Fire
 Gas Other

Type of Work: * New Addition Alteration Repair Demolition Temporary
 Other

Category: *

Permit Description: *

Private Provider Review ⓘ Private Provider Inspection ⓘ

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

Value of Work: * \$ How to calculate value ⓘ

Net Square Feet:

Project Square Feet:

Number of Units:

Number of Floors:

Further Description of Work: *

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.

Building - New Application

PR Application # 39907

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

Forms Checklist

Create Document Set ⓘ

Document Category: Application Documents Document Type: PAPA Page Create

Create document set to add pages.

Save & Complete Later Cancel Back Continue





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 be in compliance with 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, AIR 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 COMMENCEMENT MUST BE 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 IMPROVEMENTS 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 REQUIRE THE APPLICANT TO FILE 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 CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROJECT.

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
 Certification No: CBC-1253655
 Status: Active
 Classification: Building
 License Expiration: 08/31/2020
 Insurance Expiration: 01/11/2023
 Bond Expiration:
 Worker's Comp Expiration:

Company Name: Semper Aedifico LLC
 DBA Name:
 Company Type:
 Company Address: 1510 W Sandpiper Cir, Pembroke Plines, FL 33024
 Work Phone: 954-804-1776
 Fax:
 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
 Address: 1510 W Sandpiper Cir, Pembroke Plines, FL 33024
 Work Phone: 954-804-1776

Company Name: Semper Aedifico LLC
 Email: ryan@semper-construction.com

▼ Scope of Work

Trade: Structural
 Category: Residential
 Value of Work: \$3,000.00
 Building Gross Square Feet:
 Further Description of Work: Further Description of Work: *

Type of Work: New
 Permit Description: Communication Antenna
 Net Square Feet:
 Number of Units:

▼ Documents

Document Set	File	Detail	Size (K)
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.

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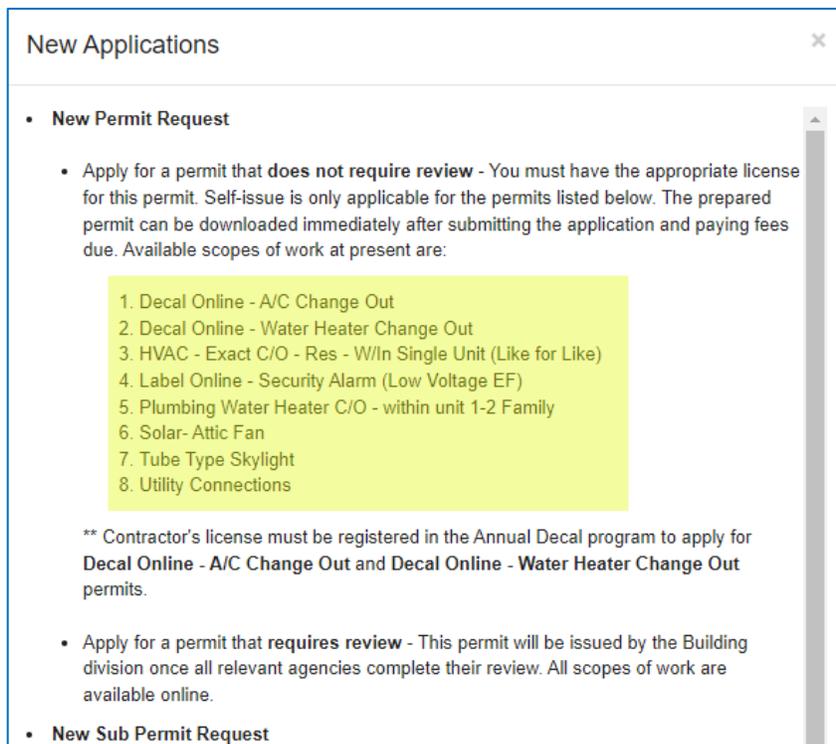
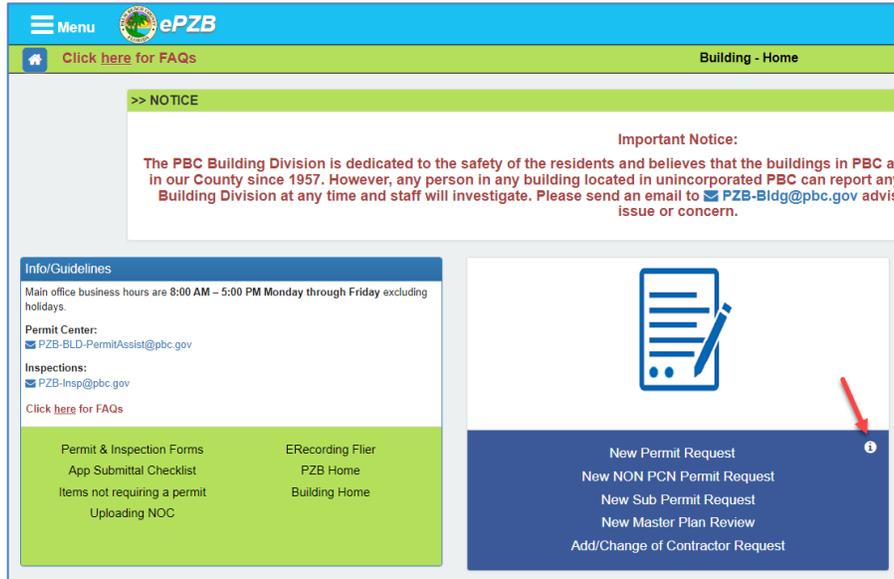
New Applications

- 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.

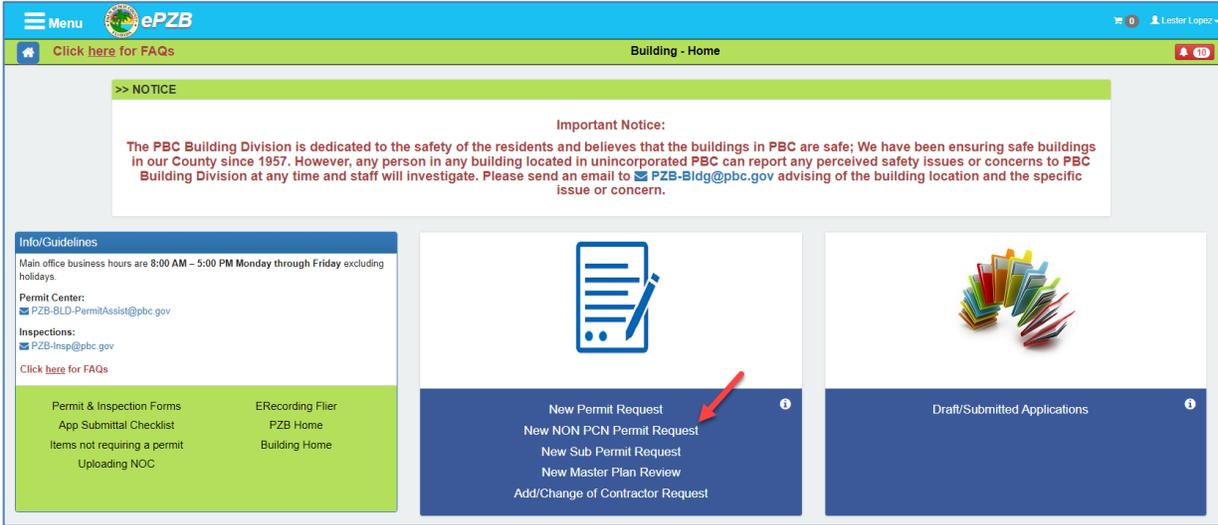


Important Note: When applying for any of the self-permits listed above, make sure to **NOT FILL IN ANY ADDITIONAL Owner/HOA/Company Name** unless it is actually changed or different than the Property Appraisers information. Adding the name of the HOA or a Company name is not required when the owner’s 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.



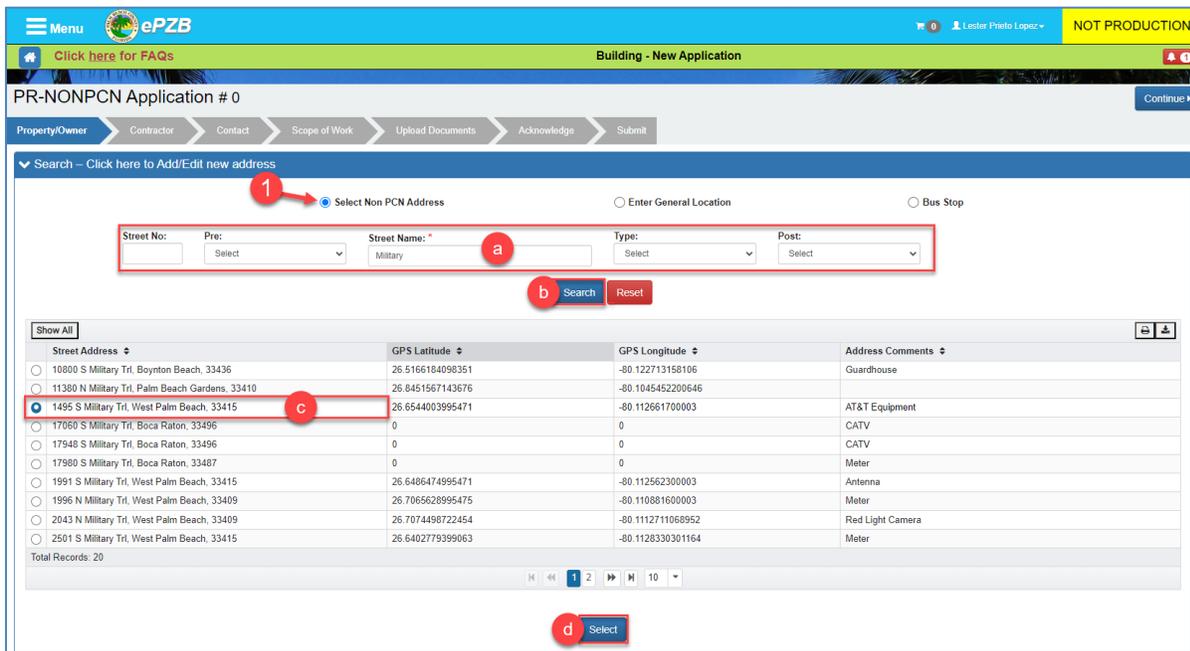
How do I apply for a NON PCN Permit?

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





EPZB Building portal

- **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.

PR-NONPCN Application # 0

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

Search - Click here to Add/Edit new address

Select Non PCN Address Enter General Location Bus Stop

General Location: *

Enter GPS Coordinates and/or Intersection/General Location (for example, 50' East from the corner of Okeechobee Blvd & Jog Rd, North side of the road)

* Enter GPS Coordinates and/or Intersection/General Location (for example, 50' East from the corner of Okeechobee Blvd & Jog Rd, North side of the road)

Reset

Owner

Company: * Select

Cancel **b** Continue >

- **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.

PR-NONPCN Application # 532531

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

Search - Click here to Add/Edit new address

Select Non PCN Address Enter General Location Bus Stop

Bus Stop Location No: *

151

b Search Reset

Bus Stop Name	Bus Stop On Street	Bus Stop At Street	GPS Latitude	GPS Longitude
<input checked="" type="radio"/> DIXIE HWY @ 10TH AVE N c			26.6278530931637	-80.0570503374863

Total Records: 1

d Select

EPZB Building portal

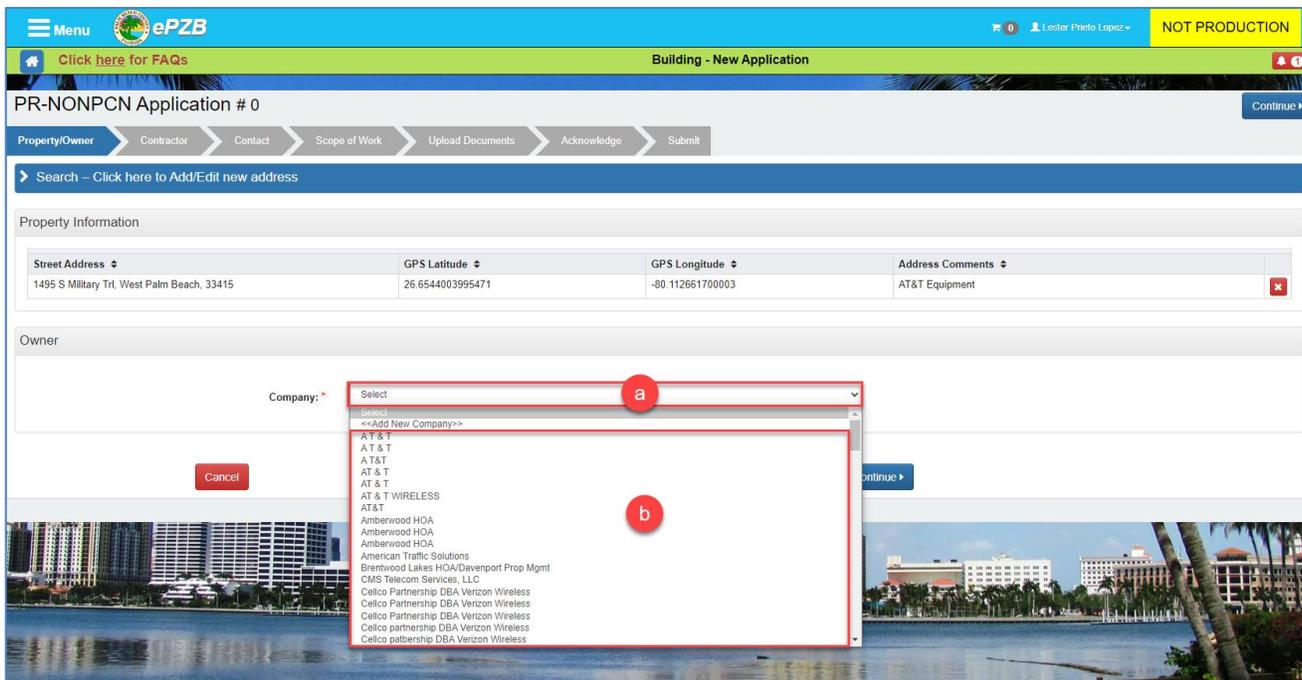
Based on the property type selection, different permit descriptions will be populated in the Scope of Work screen. If you search by selecting the “Non PCN Address” or the “General Location” options, the system will populate certain permit descriptions such as these shown below.

- 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.

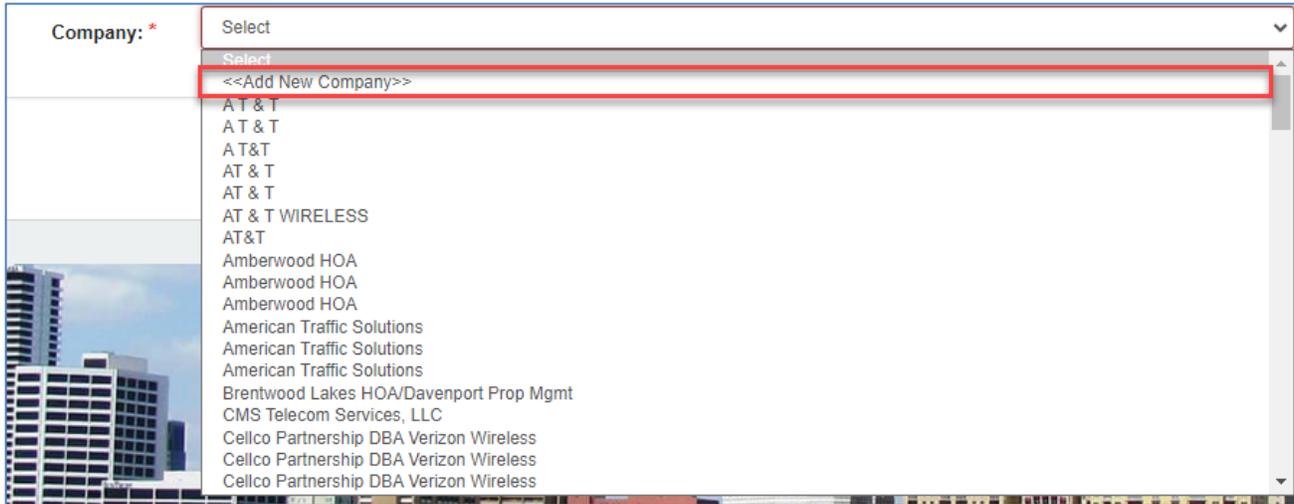
- Bus Shelter - Privately Owned
- Bus Shelter - Publicly Owned

- 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.
 - 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.

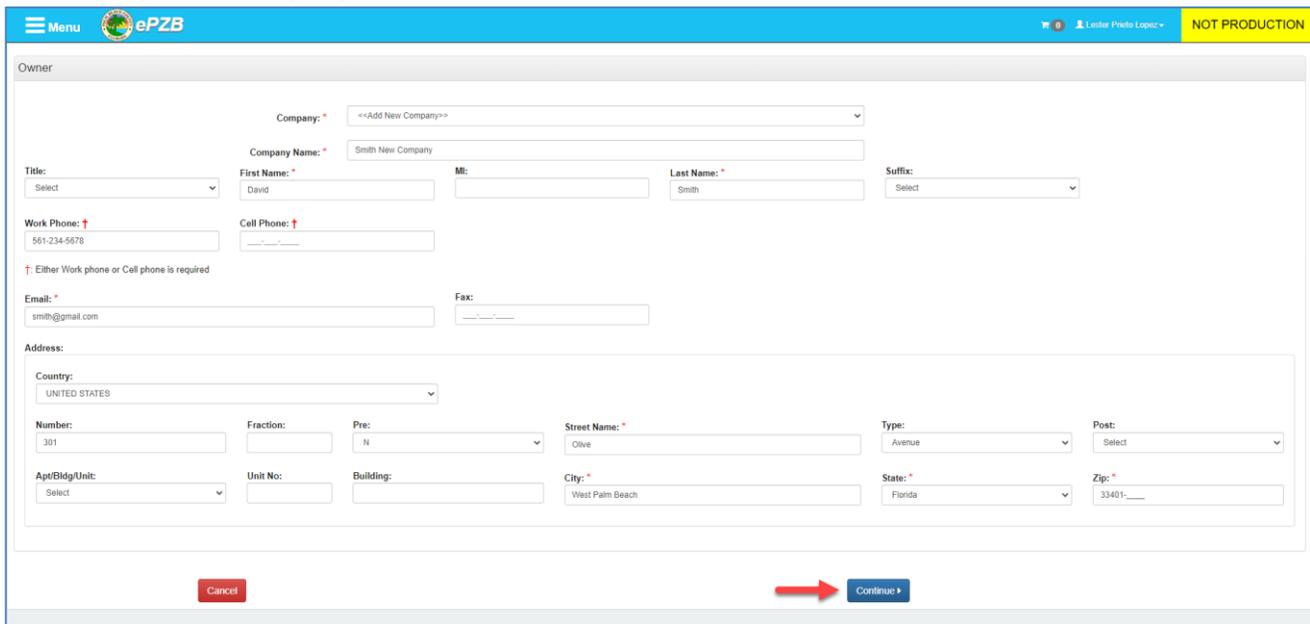




If the company name is not listed on the drop down list, you will have the option to add a new company by clicking on the “<<Add New Company>>” option at the top of the list.



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.



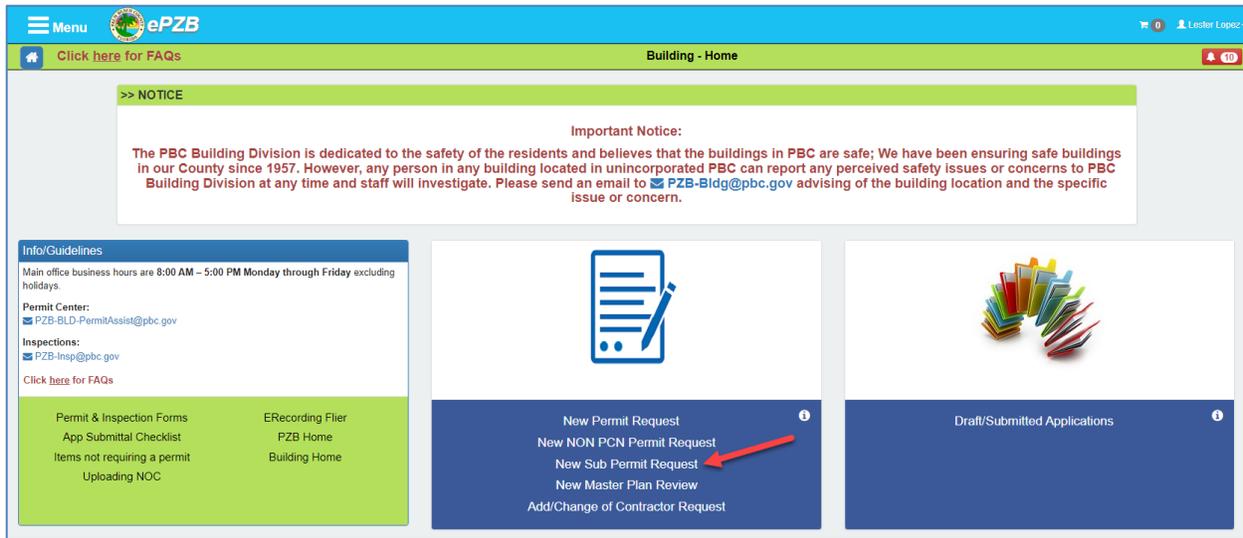
To complete the Non PCN Permit Request application, please refer to the [“How do I apply for a permit?”](#) Section, **Page 9**, as the rest of the process is the same.



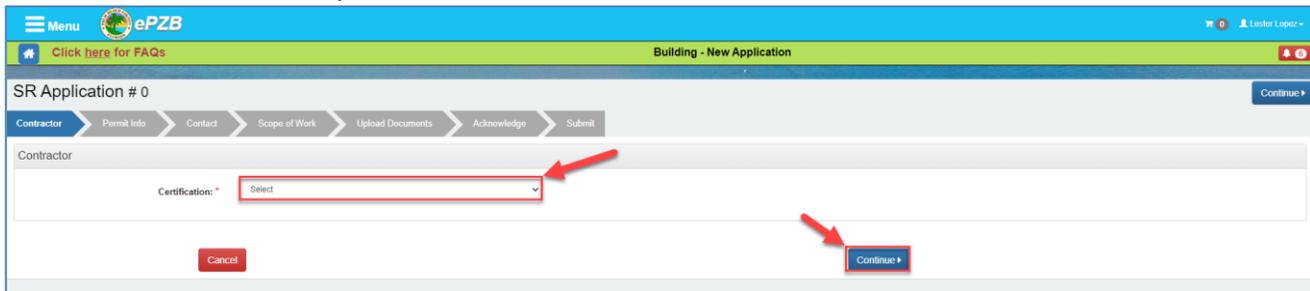
How do I apply for a sub permit?

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.

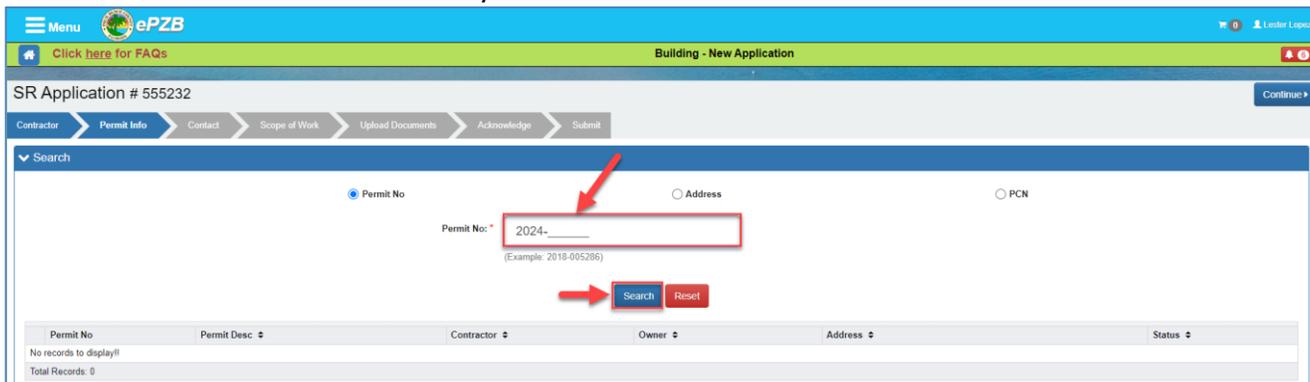
Click on the **New Sub Permit Request** link shown below.



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.



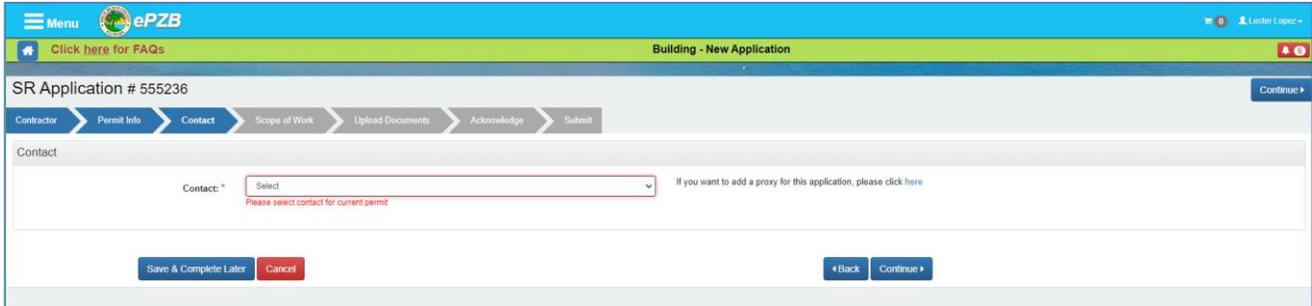


- 1- The Permit No. information will display right below showing the permit description, contractor, owner, address, and status.
 - a. Select the radio button next to the main permit number. The issued/applied sub permits' information will display for the selected permit number.
 - b. Click the "Add 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 screenshot shows the EPZB Building portal interface. At the top, there is a navigation bar with 'Menu', 'ePZB', and 'Building - New Application'. Below this is a breadcrumb trail: 'Contractor' > 'Permit Info' > 'Contact' > 'Scope of Work' > 'Upload Documents' > 'Acknowledge' > 'Submit'. The main content area is titled 'SR Application # 555236'. A search bar is present with 'Permit No.' selected and the value '2024-023126' entered. Below the search bar is a table of permits. The first row is selected, showing details for permit B-2024-023126-0000. A modal window titled 'Sub permit Description' is open, showing a list of sub-permit descriptions for the selected trade 'Building'. The 'Miscellaneous Building' option is selected. Below the modal, there are sections for selecting a fee sub permit scope of work to submit and a no fee sub permit scope of work to submit. A 'Confirm' dialog box is also visible, asking if the user wants to change the sub permit to Roofing (Sub) (B). At the bottom, there are buttons for 'Save & Complete Later', 'Cancel', 'Back', and 'Continue'.



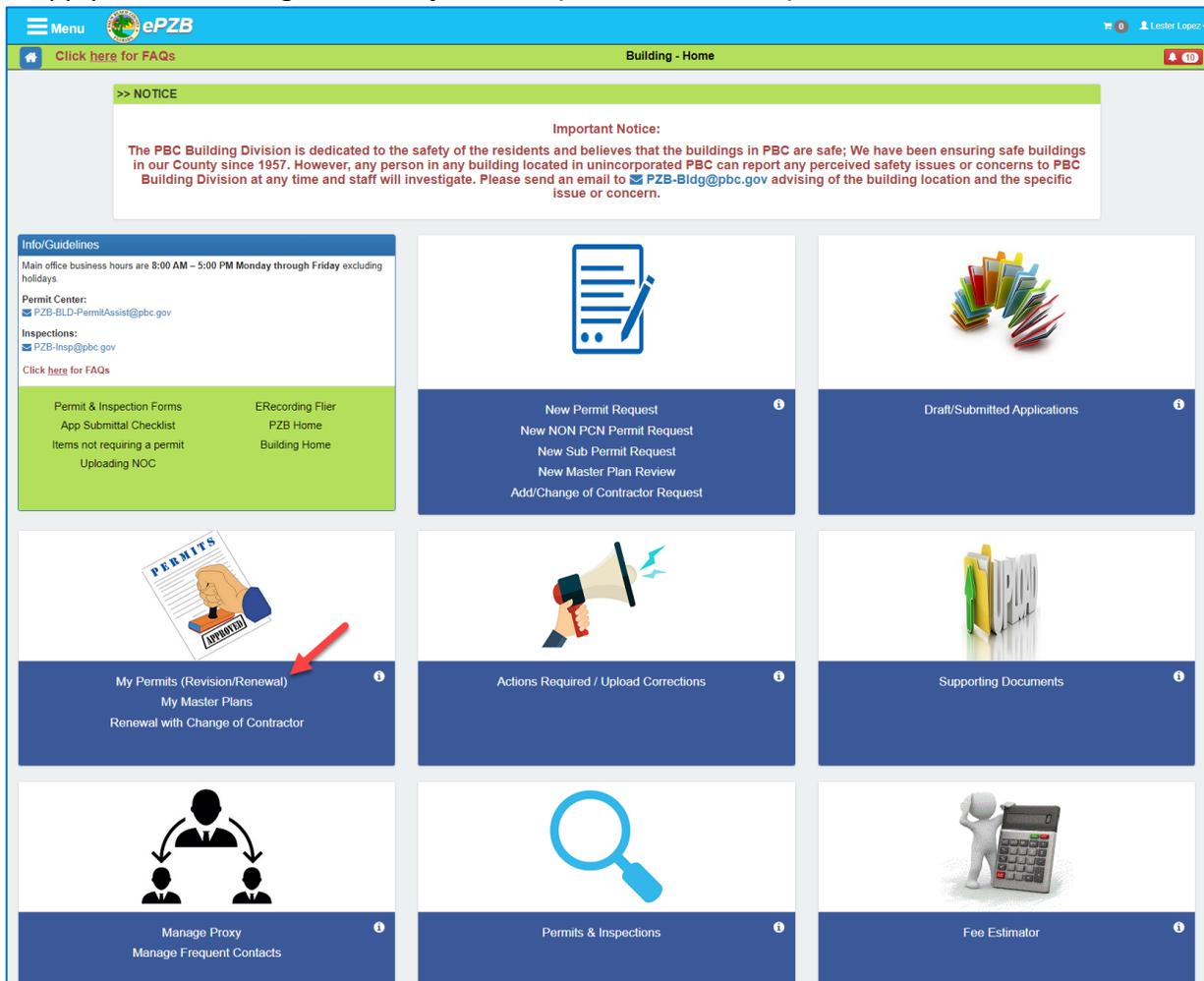
The "Contact" page will display:



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.

The screenshot shows the 'Building - MyApps' interface with a table titled 'All Permits'. The table has columns for Application No, Rev, Rnw, Permit Description, Contractor, Situs Address, Created By, Issued Date, Status, Bal, and Actions. Two rows are visible, both for 'Plumbing Water Heater C/O - within unit 1-2 Family' with contractor 'CFC-1425917'. The first row has an issued date of 09/05/2018 and the second has 04/12/2018. Both are 'Inactive' with a balance of '\$0.00'. Each row has three icons in the Actions column: a yellow envelope, a green document, and a red lightning bolt.

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

This screenshot is a zoomed-in view of the 'All Permits' table. A red arrow points from the red lightning bolt icon in the 'Actions' column of the second row (Application No: P-2018-012373-0000) to a dropdown menu. The dropdown menu contains the following options: 'Apply For Revision' (highlighted in yellow), 'Inspections', and 'Apply For Sub Permit'.

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.

The image shows two navigation cards. The left card is titled 'My Permits (Revision/Renewal)' and includes sub-links for 'My Master Plans' and 'Renewal with Change of Contractor'. It features an icon of a hand holding a permit labeled 'PERMITS' and 'APPROVED'. The right card is titled 'Actions Required / Upload Corrections' and features an icon of a hand holding a megaphone.



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

Inactive Permits

All Permits Inactive Permits

Application No	Permit Description	Contractor	Situs Address	Created By	Last Activity Date	Status	Documents	Actions
P-2016-004849-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	23 Dorchester B, West Palm Beach, 33417	Bobev, Dimitre	09/05/2018	Inactive		
P-2018-012373-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	7168 Craw Key Way, Lake Worth, 33467	Bobev, Dimitre	04/12/2018	Inactive		

Inactive Permits

Application No	Permit Description	Contractor	Situs Address	Created By	Last Activity Date	Status	Documents	Actions
P-2016-004849-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	23 Dorchester B, West Palm Beach, 33417	Bobev, Dimitre	09/05/2018	Inactive		
P-2018-012373-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	7168 Craw Key Way, Lake Worth, 33467	Bobev, Dimitre	04/12/2018	Inactive		
P-2018-024436-0000	Plumbing Water Heater C/O - within unit 1-2 Family	CFC-1425917	111 Normandy C, Delray Beach, 33484	Bobev, Dimitre	08/10/2018	Inactive		

Self-issue vs Review:

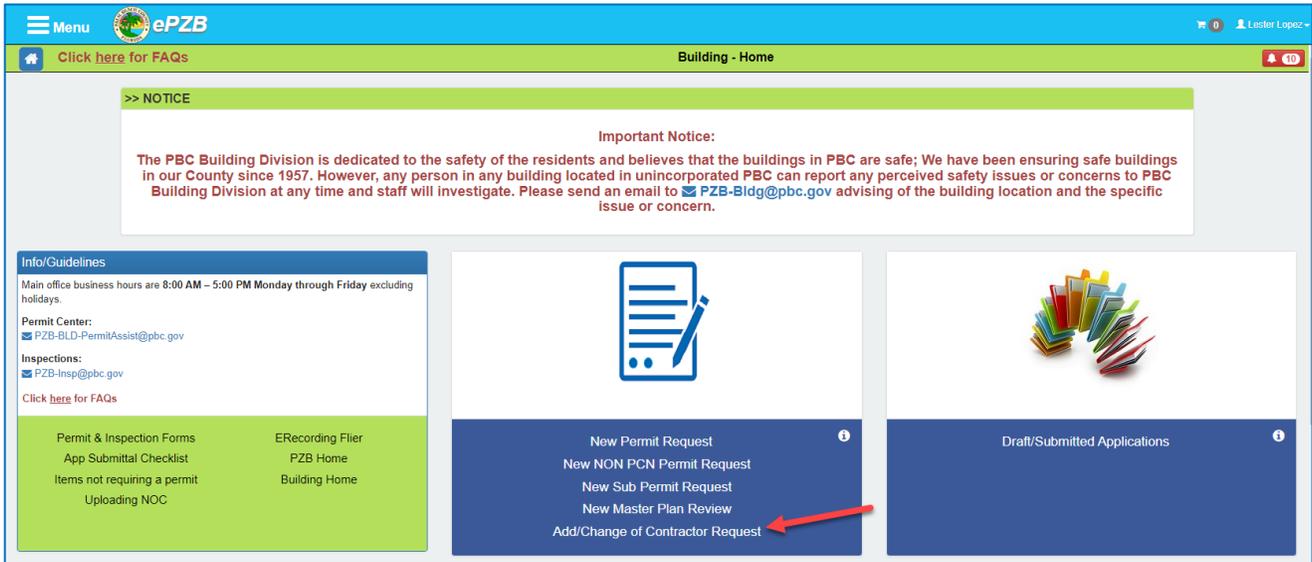
- Upon submittal, renewal application should be **approved immediately** if all of the below conditions are satisfied:
 - There are less than 3 renewals on the permit.
 - Permit has been inactive for less than 6 months.
 - Change of contractor has not been requested.
 - Impact fee has **not** increased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



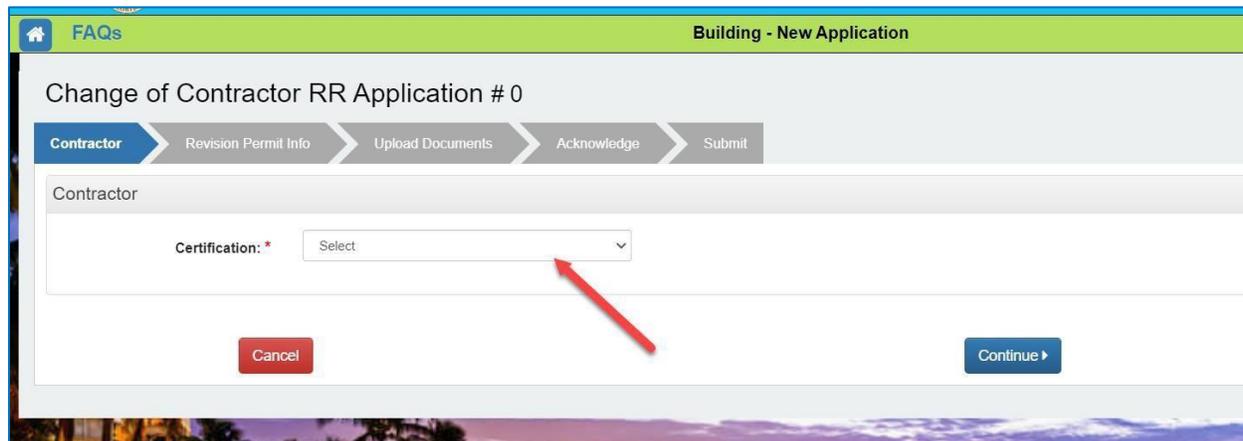
How do I apply for Change of Contractor Only?

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.





EPZB Building portal

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.

Revision Permit Info

Search

App/Permit
Address
PCN

App/Permit No: * Select 2021-000034-0000

For permits issued on or after 12/7/09, please enter the 15 digit number (B-2009-003333-0000) on this screen. If the permit was issued prior to 12/7/09, please enter the 9 digit number (B09002133).

Search
Reset

Permit No	Permit Desc	Owner	Company	Situs Address
PR-2021-000034-0000	Window & Door Re...	Thompson, P...	Strictly Doors...	3363 Andalusian Way, Lake Worth, 33449

Total Records: 1

Save & Complete Later
Cancel

Back
Continue

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.

Change of Contractor RR Application # 118310

Contractor
Revision Permit Info
Upload Documents
Acknowledge
Submit

Forms
Checklist

* This application is ONLY for **change of contractor request**. Please do not upload any documents for any additional changes on the permit/sub permit.

**Following (Document Category - Document Type) are required:

- Application Documents - Change of Contractor

Create Document Set

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

Create document set to add pages.

Save & Complete Later
Cancel

Back
Continue



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

FAQs Building - New Application

Change of Contractor RR Application # 118310

Contractor > Revision Permit Info > Upload Documents > Acknowledge > **Submit**

> Permit Details

Existing Contractor

Contractor Name: Graziano, Angela Marie	Company Name: Strictly Doors Inc
Certification No: U-22193	DBA Name:
Status: Active	Company Type: Corporation
Classification: Window & Door	Company Address: 4365 Okeechobee Blvd, Ste B4, Beach, FL 33409
License Expiration: 09/30/2021	Work Phone: 561-689-0796
Insurance Expiration: 01/27/2021	Fax: 561-689-7840
Bond Expiration: 09/30/2021	Email: angela@strictlydoorsinc.com
Worker's Comp Expiration: 01/27/2021	Worker's Exemp Expiration:
Bonding Company Name:	Bonding Company Address:
Architect Name:	Architect Address:
Architect License No:	
Mortgage Lender Name:	Mortgage Lender Address:

New Contractor

Contractor Name: Siemel, Roy M. **Company Name:** Siemel Design Group Inc

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.

FAQs Building - New Application

Submit Success

Application **Change of Contractor RR-2021-000034-0000 Rev 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/rejected Building department after sufficiency review.

[Go Home](#)



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.



FAQs Building - MyApps

All Permits

All Permits Inactive Permits

Show All All Permits

Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Issued Date	Status	Bal.	Actions
M-2016-022055-0007			Gas Lp Lines Interior / Exterior (Sub)	CFC-1429745	11954 Turtle Beach Rd, North Palm Beach, 33408	Tiwari, Rajesh K	11/08/2018	Active	\$0.00	Documents
B-2017-029113-0000			Single-Family Dwelling Detached	CBC-1259657	2231 Hypoluxo Rd, Lantana, 33462-00	Tiwari, Rajesh K	10/19/2020	Active	\$0.00	
M-2017-030285-0000			HVAC - Eqpmt C/O - Res - W/in Unit	CMC-056892	9140 SW 18th Rd, Boca Raton, 33428	Tiwari, Rajesh K	07/16/2020	Active	\$0.00	

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.



Submitted

Draft Applications Waiting Acceptance Submitted Applications

Applications

Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Date Submitted	Status	Balance	Actions
RR-2017-030285-0000	1		HVAC - Eqpmt C/O - Res - W/in Unit	CMC-056892	9140 SW 18th Rd, Boca Raton, 33428	08/06/2020	In Process	\$0.00	

Total Records: 5

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 may 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.

RN Application # 0 Continue ▶

Permit Info > Contractor > Upload Documents > Acknowledge > Submit

Search

App/Permit Address Contractor Owner

App/Permit No: *

For permits issued on or after 12/7/09, please enter the 15 digit number (B-2009-003333-0000) on this screen. If the permit was issued prior to 12/7/09, please click Historical Permit above and enter the 9 digit number (B09002133).

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
<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>				
<input type="radio"/> 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	
<input checked="" type="radio"/> B-2020-011211-0000	Interior Improve...			Jamison, ...	Suncor Ft...	14550 Peace River Way, Palm Beach...	5/18/2020 3:44:05 PM	0	Approved	
<input checked="" type="radio"/> 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	
<input checked="" type="radio"/> 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										
<input checked="" type="radio"/> 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:
Master Plan No:	Void Date:
Category: Residential	Insp Pending: No
Application Date: 03/30/2020	Temp CO/CC Exp.:
Issued Date: 04/18/2020	Model: N
Last Updated: 12/04/2020 07:05:05 PM	Disaster:
Last Updated By: System, Epzb	Agency Reference No:
Last Activity Date: 06/03/2020	No Of Renewals: 0
Completion Date:	Last Renewal 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	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:

Renewal Details

Comments:*

(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

RN Application # 169447

Permit Info > **Contractor** > Upload Documents > Acknowledge > Submit

Contractor

Do you want to change the contractor?*

Yes No

Save & Complete Later Cancel Back Continue

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

RN Application # 169447

Permit Info > **Contractor** > Upload Documents > Acknowledge > Submit

Contractor

Do you want to change the contractor?*

Yes No

Certification: *

Select

- Select
- CBC-1251354
- CBC-1257376
- CFC-057223
- CFC-1427568
- CGC-040099**
- CMC-1249332
- CMC-1249358
- EC-13002216

Save & Complete Later Back Continue



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

Contractor

Do you want to change the contractor? Yes No

Certification: *

Certification Details:

<p>Contractor Name: Johnson, Don Allen Certification No: CGC-040099 Status: Active Classification: General Contractor Address: 13266 51st Pl N, Royal Palm Beach, FL 33441 Work Phone: [REDACTED] Home Phone: [REDACTED] Cell: [REDACTED] Fax: [REDACTED] Email: don.johnson@glhomes.com License Expiration: 08/31/2022</p>	<p>Company Name: GL Building Corp DBA Name: [REDACTED] Company Type: Corporation Company Address: 1600 Sawgrass Corporate Pkwy, Ste 230, Sunrise, FL 33323 Work Phone: [REDACTED] Fax: [REDACTED] Email: don.johnson@glhomes.com Insurance Expiration: 06/01/2022 Bond Expiration: [REDACTED] Worker's Comp Expiration: 06/01/2022 Worker's Exemp Expiration: [REDACTED]</p>
--	---

Select sub permits to retain

	Sub Permit No	Trade	Permit Description	Approved	Fee	Revision	Comments
<input type="checkbox"/>	P-2020-011211-0001	P	General Plumbing	Y	N	N	
<input type="checkbox"/>	E-2020-011211-0002	E	General Electrical	Y	N	N	

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.

Permit Info
Contractor
Upload Documents
Acknowledge
Submit

* Please do not upload **Notice of Commencement(NOC)** with initial application. **NOC** must be uploaded later using **Supporting Documents** area on Welcome page.
 * Pursuant to Florida Law, permits inactive more than 6 months are considered new permits and required plans and documents to be submitted.
****Following (Document Category - Document Type) are required:**

- Application Documents - Change of Contractor

Create Document Set

Document Category: Document Type:

Create document set to add pages.

Save & Complete Later
Cancel
◀ Back
Continue ▶



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 Address:
Mortgage Lender Name:	

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.



EPZB Building portal

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

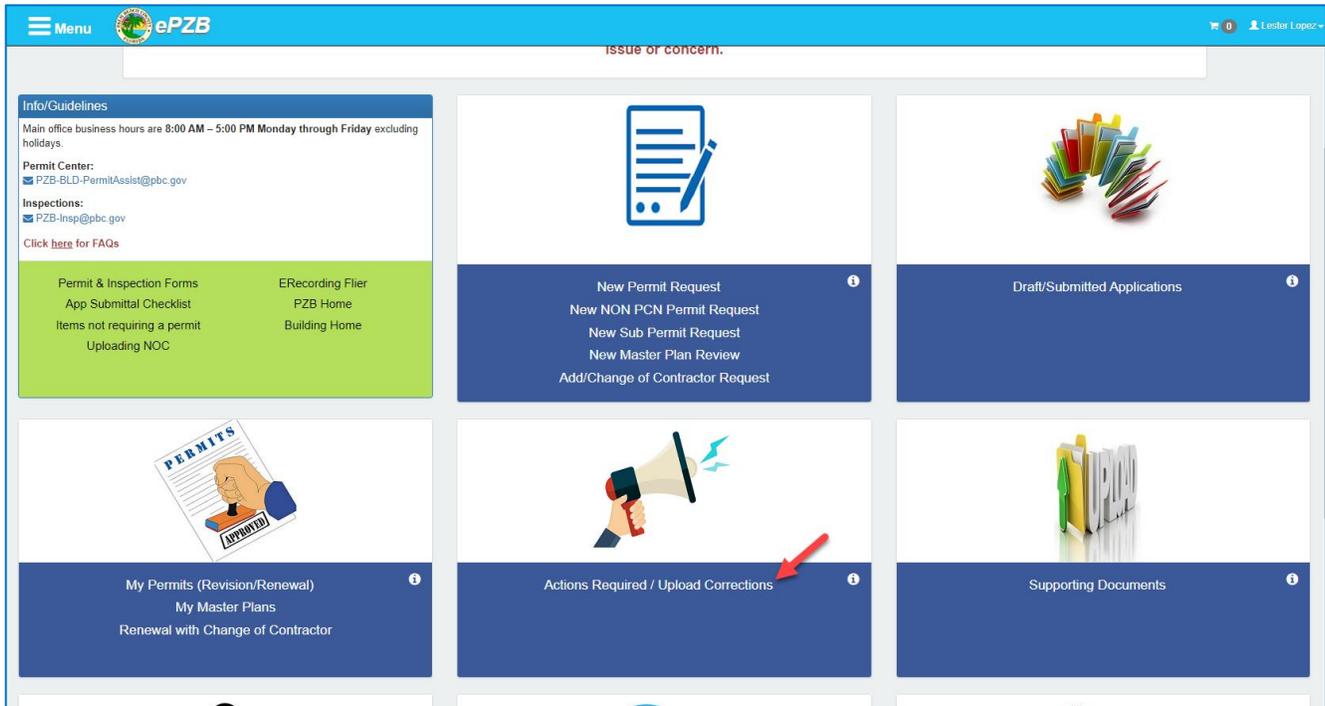
- The Renewal application becomes approved and will be found under MyPermits of the account that initiated the Renewal and Change of Contractor
- The Primary becomes Active and will be found under MyPermits of the account that initiated the Renewal and Change of Contractor



EPZB Building portal

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.



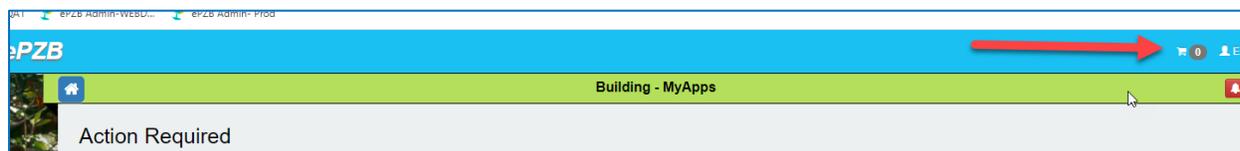
Click on the **Pay Fees** link as shown below and the fees will be added to the cart. 

Action Required

Applications								
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
PR-2020-008228-0000			Solar-Photovoltaic	CFC-1425917	7089 Rain Forest Dr, Boca Raton, 33434	In Process	03/05/2020	Pay Fees
PR-2020-008235-0000			Solar-Photovoltaic	CFC-1425917	9095 Silver Glen Way, Lake Worth, 33467	In Process	03/05/2020	Pay Fees

Total Records: 2

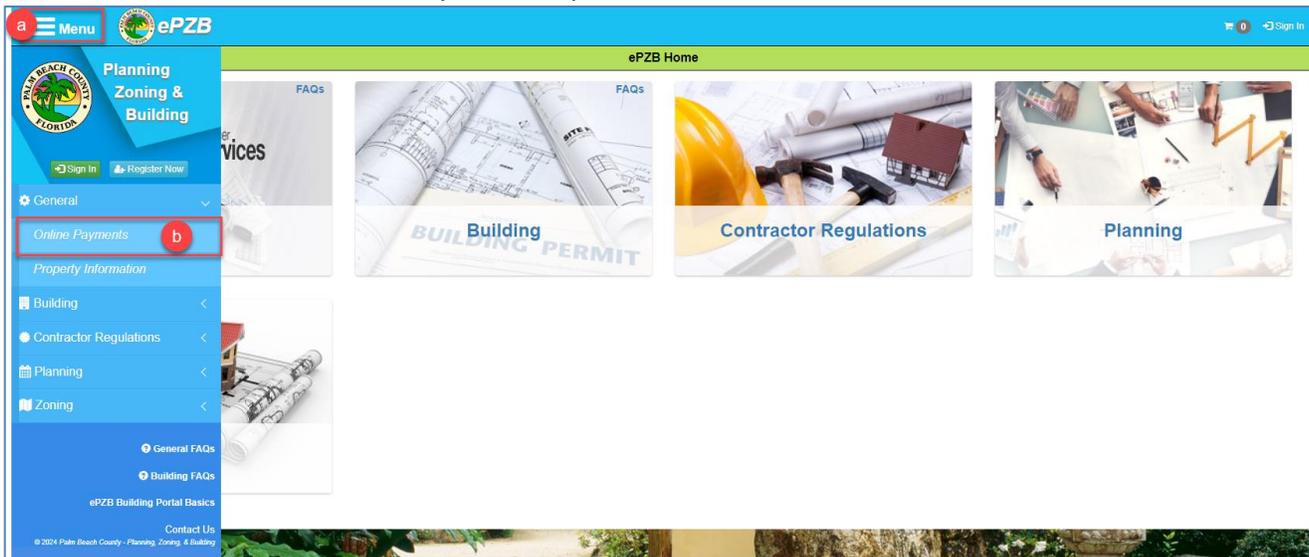
Click on the cart to pay.



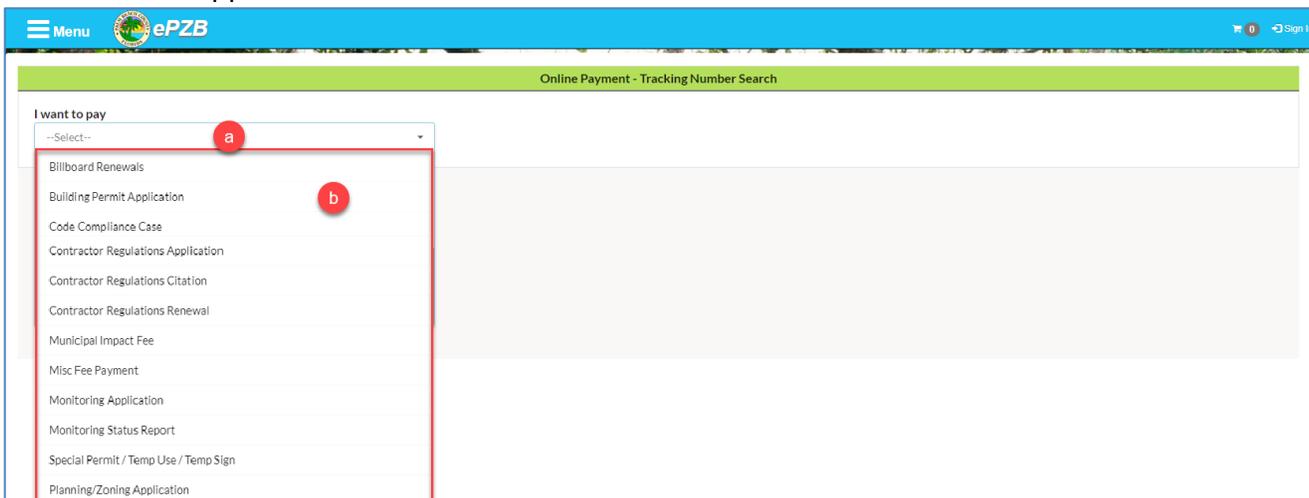
Follow the prompts and enter the required payment details to pay your fees online. For instructions on how to print Receipts online, go to the next section.

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”





EPZB Building portal

- 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.

Online Payment - Tracking Number Search

I want to pay
Building Permit Application

Agricultural Review, Annual Permits, Building Permits, Building Permit Renewals / Revisions, Conceptual Review, Decal Permits, Early Permits, General Inspections, Master Plan Review, Municipal Impact Fees

Tracking Number

B a . 2023 b . 046810 c . Suffix ?

Search d Reset

- 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.

Select the tracking numbers

Add to Cart

Tracking No	Reference	Description	Balance	Comments
B-2023-046810-0000	LastName, Name	Building Application No. (Alterations - Residential)	\$0.00	Fee Receipt
B-2023-046810-0000 Rev:1	LastName, Name	Building Application No. (Alterations - Residential)	\$0.00	Fee Receipt
M-2023-046810-0001	LastName, Name	Permit No. (General Mechanical)	\$0.00	Fee Receipt
P-2023-046810-0003	LastName, Name	Permit No. (General Plumbing)	\$100.00	Fee

Fee Details

Fee Code	Fee Description	Charged Amt	Amt Paid	Balance
20050	If: Roads	\$0.00	\$0.00	\$0.00
55302	Bcal State Surcharge	\$26.18	\$26.18	\$0.00
51090	Noc Lien Law Notification	\$5.00	\$5.00	\$0.00
20020	If: Law - Patrol	\$0.00	\$0.00	\$0.00
20040	If: Public Bldgs	\$0.00	\$0.00	\$0.00
50240	Permit Application Fee (Non-Refundable)	\$872.50	\$872.50	\$0.00
Balance				\$0.00
				\$0.00

Print Close

Receipt details B-2023-046810-0000

Click on receipt no to view the receipt details

Receipt No	Date Received	Amount Paid
2023-1101-3	11/1/2023	\$894.31
2023-1213-27	12/13/2023	\$944.16
2024-0401-4	4/1/2024	\$76.88
2024-0408-5	4/8/2024	\$61.50

Close



- 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.

Print
 a

PALM BEACH COUNTY
 PLANNING, ZONING & BUILDING
 2300 North Jog Road
 West Palm Beach, FL 33411
 (561) 233-5000 or (888) 236-3809

Receipt No: 2023-1101-3
[Fee Details](#)

Tracking No	Fee Code	Fee Description	Amount
B-2023-046810-0000	50240	Permit Application Fee (Non-Refundable)	\$872.50
	90010	Internet Service Charge - Building	\$21.81
Sub Total			\$894.31
Grand Total			\$894.31

[Payment Details](#)

Payment From	Description	Amount
Inv:3998872 Davale Construction	Credit	\$894.31

Date Received: 11/01/2023 06:00:29 AM Register No: 100 Cashier ID: EPZB@EPZB

General Info: www.pbcgov.com/pzb

Permit & Inspection Info: www.pbcgov.com/pzb/building

Automated Inspections:	(561) 355-2222 or (888) 236-3807	Building Division:	(561) 233-5100
Contractors Certification:	(561) 233-5525	Code Enforcement:	(561) 233-5500
Planning:	(561) 233-5300	Zoning:	(561) 233-5200

- 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.

0
Sign In

Receipt details - B-2023-046810-0000

Click on receipt no to view the receipt details

Receipt No	Date Received	Amount Paid
2023-1101-3	11/1/2023	\$894.31
2023-1213-27	12/13/2023	\$944.16
2024-0401-4	4/1/2024	\$76.88
2024-0408-5	4/8/2024	\$61.50

a



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.

The screenshot shows the ePZB dashboard with several tiles. The 'Actions Required / Upload Corrections' tile is highlighted with a red arrow. Other tiles include 'New Permit Request', 'Draft/Submitted Applications', 'My Permits (Revision/Renewal)', and 'Supporting Documents'.

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.

Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
B-2021-006583-0000			Window & Door Replacement Impact - Residential / Multi-Family	CBC-1261099	9370 SW 8th St, Unit 303, Boca Raton, 33428	Inactive	04/19/2021	Resume Returned Resubmittal
RR-2022-014116-0000	1		Electrical	EC-13002252	3479 Cabbage Palm Way, Loxahatchee, 33470	In Process	07/13/2022	Submit Comments Response
FS-2023-003199-0002			Pool Plumbing (Sub)	CFC-1428724	17667 Tiffany Trace Dr, Boca Raton, 33487	In Process	09/21/2023	Resume Returned Application
PR-2023-039448-0000			Site Development Residential - 1 & 2	CBC-1261989		In Process	10/02/2023	Submit Comments Response

"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.

E-2020-019741-0000			Solar-Photovoltaic	U-10860	6198 185th Ter N, Loxahatchee, 33470	Printed	03/27/2020	Pay Fees
B-2020-019884-0002			Incidental Building Work (Sub)	CBC-042257	6198 185th Ter N, Loxahatchee, 33470	Active	04/13/2020	Pay Fees
PR-2020-019958-0000			Dock Non-Residential	CBC-042257	100 Loquat Tree Dr, Lake Worth, 33462	In Process	04/19/2020	Prepare Comments Response

Total Records: 38



EPZB Building portal

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.

Comments Response

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

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

Comments				
No	Markup	Comment	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)		*

Agency/Section: Health Reviewer
Reviewer Name: Tiwari, Rajesh K

Comments				
No	Markup	Comment	Drawing Designation	Applicant Response
1		Swimming pools, spa, and wading pools must comply with sections 242 and 1009. (2010 FBC, Accessibility FBC-A 1009)		*

Agency/Section: PE-B
Reviewer Name: Tiwari, Rajesh K

Comments				
No	Markup	Comment	Drawing Designation	Applicant Response
1		Means of Egress: Elevation changes less than 12" in the means of egress shall comply with section 1003.5. (2010 FBC, Building FBC-B 1003.5)		*

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

Comments				
No	Markup	Comment	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	* <input type="text"/>
2		Secondary (emergency) roof drainage. (2010 FBC, Plumbing FBC-P 1107)		* <input type="text"/>

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

Comments				
No	Markup	Comment	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.

Documents

* If the document(s) is already submitted to PZB as part of previous resubmittals, please do not upload it again. Refer to those document(s) by mentioning the document name in comments response text.

Existing Document Packages

Resubmittal

Create Document Set

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

1 - HVAC Energy Calculation(s)

Select Files to Resubmit

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf	019 AD1.2.1.pdf	0.27	PDF	System, Epzb	4/19/20
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20

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.

Documents

* If the document(s) is already submitted to PZB as part of previous resubmittals, please do not upload it again. Refer to those document(s) by mentioning the document name in comments response text.

Existing Document Packages

Resubmittal

Create Document Set

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

1 - HVAC Energy Calculation(s)

Select Files to Resubmit

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf	019 AD1.2.1.pdf	0.27	PDF	System, Epzb	10/12/18
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20
4	026 A1.1.2.pdf	026 A1.1.2.pdf	0.38	PDF	System, Epzb	10/12/18



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.

Order	Name	Detail	Size(MB)	Type	User	Date
1	019 AD1.2.1.pdf Replace	019 AD1.2.1.pdf	0.27	PDF		10/12/18
2	020 AD1.2.2.pdf	020 AD1.2.2.pdf	0.48	PDF	System, Epzb	4/19/20
3	021 AD1.2.3.pdf	021 AD1.2.3.pdf	0.83	PDF	System, Epzb	4/19/20
4	026 A1.1.2.pdf New	026 A1.1.2.pdf	0.38	PDF		10/12/18

Upload / Save

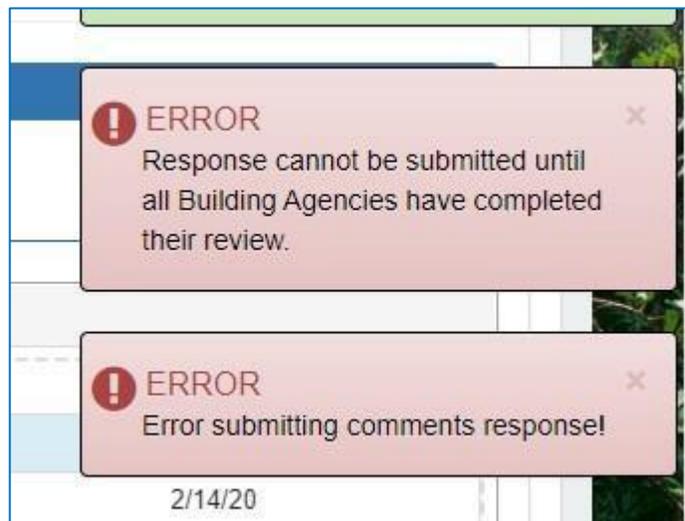
Reason:
(max 250 characters)

I agree and understand that I have addressed all agency comments. I acknowledge that failure to do so may result in a delay of permit issuance

Save Cancel Submit Response

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.

The screenshot shows the ePZB Welcome page with a grid of navigation tiles. The 'Supporting Documents' tile is highlighted with a red arrow pointing to it. Other tiles include 'New Permit Request', 'Draft/Submitted Applications', 'My Permits (Revision/Renewal)', and 'Actions Required / Upload Corrections'.

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

The screenshot shows the 'Upload Supporting Documents - Applications/Permits' screen. A table lists applications with columns for Reference No, Rev, Rnw, Permit Description, Contractor, Situs Address, Created By, Creation Date, Status, and Upload. The 'Upload Docs' link in the 'Upload' column is highlighted with a red arrow.

Reference No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Creation Date	Status	Upload
E-2022-055596-0000			Electrical Change Of Service - 1&2 Fam/Mobile Home	EC-13002252	2702 NW 21st St. 32, Boynton Beach, 33436	Saccoman, Frank	12/19/2022	Active	Upload Docs
B-2023-008669-0000			Alterations - Residential	CBC-1261933	17201 Huntington Park Way, Boca Raton, 33496	Saavedra, Maria	03/07/2023	Active	Upload Docs
E-2023-017628-0000			Emergency - Electrical	EC-13002252	7485 42nd Way N, West Palm Beach, 33404	Saccoman, Frank	04/24/2023	Active	Upload Docs
E-2023-027234-0001			General Electrical	EC-13002252	644 Sun Ray Ct, Boynton Beach, 33436	Saccoman, Frank	07/14/2023	Active	Upload Docs
P-2023-052170-0000			Plumbing - Water Connection	CFC-1428492	7148 182nd Rd N, Jupiter, 33458	Ritchie, Mark	12/12/2023	Active	Upload Docs
E-2023-005539-0001			General Electrical	EC-13002252	7465 44th Ter N, West Palm Beach, 33404	Saccoman, Frank	12/12/2023	Active	Upload Docs
E-2023-040389-0001			General Electrical	EC-13002252	7314 44th Trl N, West Palm Beach, 33404	Saccoman, Frank	12/26/2023	Active	Upload Docs
E-2023-011680-0002			General Electrical	EC-13002252	6381 Ficus Ln, Lake Worth, 33462	Saccoman, Frank	01/19/2024	Active	Upload Docs
E-2024-004138-0000			Electrical Change Of Service - 1&2 Fam/Mobile Home	EC-13002252	4346 Edwina Ln, Lot 471, Lake Worth, 33463	Saccoman, Frank	02/05/2024	Active	Upload Docs
E-2024-004490-0000			Emergency - Electrical	EC-13002252	1531 Drexel Rd, Lot 441, West Palm Beach, 33417	Saccoman, Frank	02/05/2024	Active	Upload Docs
E-2024-004491-0000			Emergency - Electrical	EC-13002252	1531 Drexel Rd, Lot 443, West Palm Beach, 33417	Saccoman, Frank	02/05/2024	Active	Upload Docs
RR-2022-014116-0000	1		Electrical	EC-13002252	3479 Cabbage Palm Way, Loxahatchee, 33470	Saccoman, Frank	07/07/2022	In Process	Upload Docs
PR-2023-039448-0000			Site Development Residential - 1 & 2 Family	CBC-1261989		Stone, Jacob	09/15/2023	In Process	Upload Docs
E-2020-021945-0000			Electrical Generator and Tank and/or	EC-13006794	6979 Queenferry Cir, Boca Raton, 33496	Devine, James	07/14/2020	Inactive	Upload Docs



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

Supporting Documents

RR-2022-014116-0000 Rev 1 Electrical - In Process

Documents

Do not use this screen to upload corrections in response to comments.

Documents uploaded under incorrect document type will be returned.

Please provide relevant document description for each document to avoid processing delays.

Please allow up to two business days for reviewing and processing.

Existing Document Packages

Create Document Set

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

Supporting Documents

Order	File Name	Document Description	Size(MB)	Type	User	Date
1	cancellation request.pdf	cancellation request.pdf	0.50	PDF	System, Epzb	7/7/22

Reason: *

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.

3 - Notice of Commencement (NOC) 1 Now

Select File(s) to Replace/Add

Order	File Name	Document Description	Size(MB)	Type	User	Date
1	NOC_2022.pdf Add	NOC_2022.pdf	0.48	PDF		2/2/22

Upload / Save 1

Reason: * 2
(max 250 characters)

Submit Cancel 3



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

Applications								
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Status	Action Requested Date	Action Required
M-2020-019930-0000			HVAC - Eqmpt 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

Navigation: 4 5 6 7 8 10

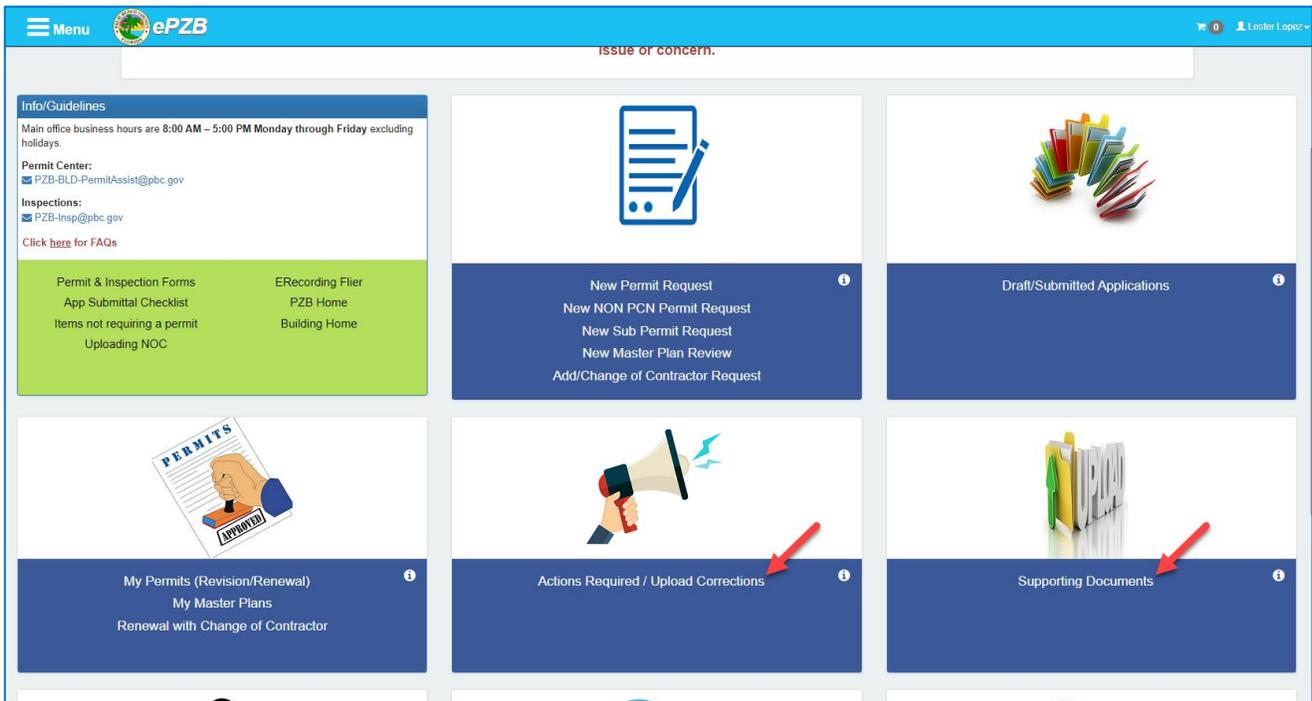


How do I upload documents that I missed during application submittal?

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							

A red arrow points to the 'Upload Docs' link in the second row of the table.



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

Supporting Documents

RR-2022-014116-0000 Rev 1 Electrical - In Process

Documents

Do not use this screen to upload corrections in response to comments.

Documents uploaded under incorrect document type will be returned.

Please provide relevant document description for each document to avoid processing delays.

Please allow up to two business days for reviewing and processing.

Existing Document Packages

Create Document Set

Document Category: -- Select --
Document Type: -- Select --

Supporting Documents

Order	File Name	Document Description	Size(MB)	Type	User	Date
1	cancellation request.pdf	cancellation request.pdf	0.50	PDF	System, Epzb	7/7/22

Reason: *

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.

3 - Notice of Commencement (NOC) New

Select File(s) to Replace/Add

Order	File Name	Document Description	Size(MB)	Type	User	Date
1	NOC_2022.pdf	NOC_2022.pdf	0.48	PDF		2/2/22

Upload / Save

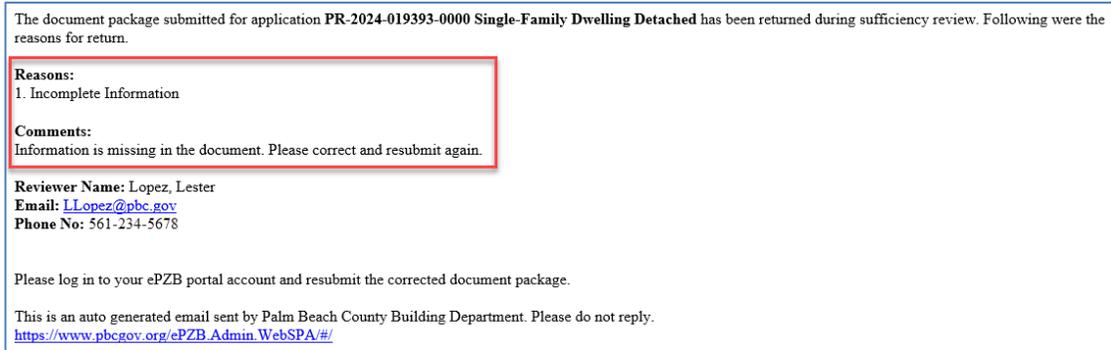
Reason: *
(max 250 characters)

Submit Cancel



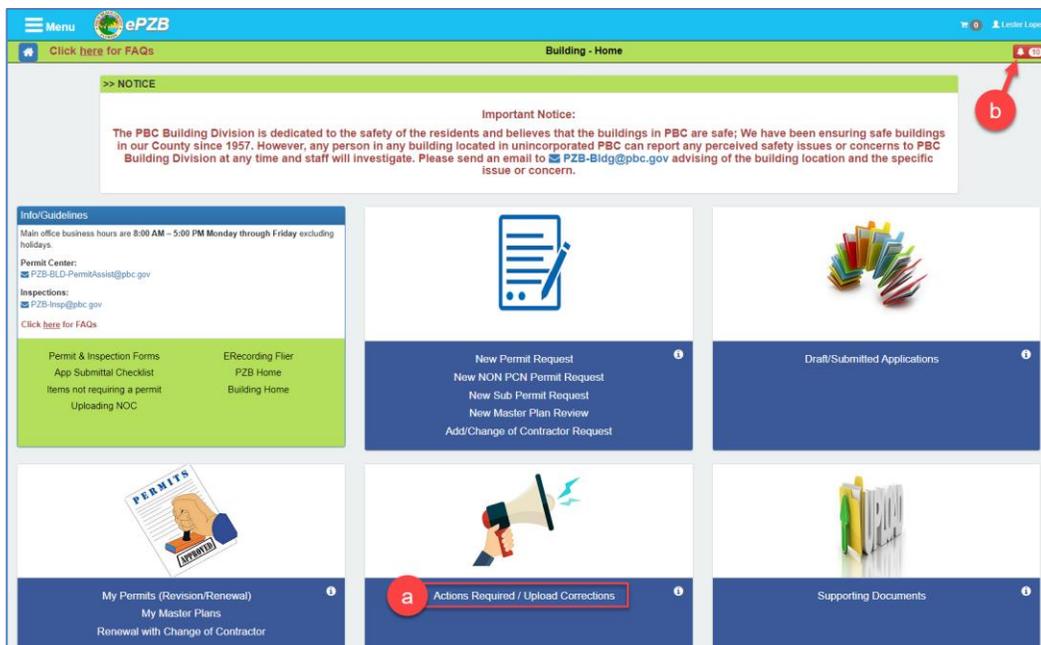
Where can I see the comments for returned supporting documents displayed?

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.



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.

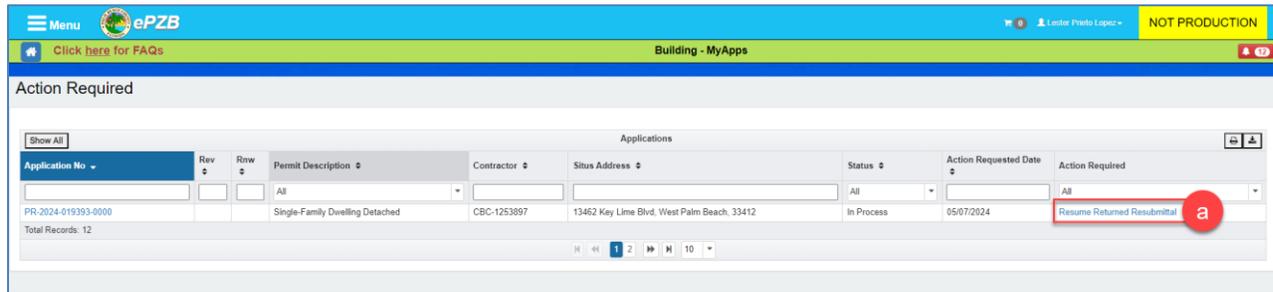
1. Log in to the customer portal website. You have two options to access the “Action Required” page from your portal:
 - a. Click on the “Actions Required / Upload Corrections” link, or...
 - b. Click on the bell icon located on the top-right corner of the page, which indicates the number of required actions that need your attention.



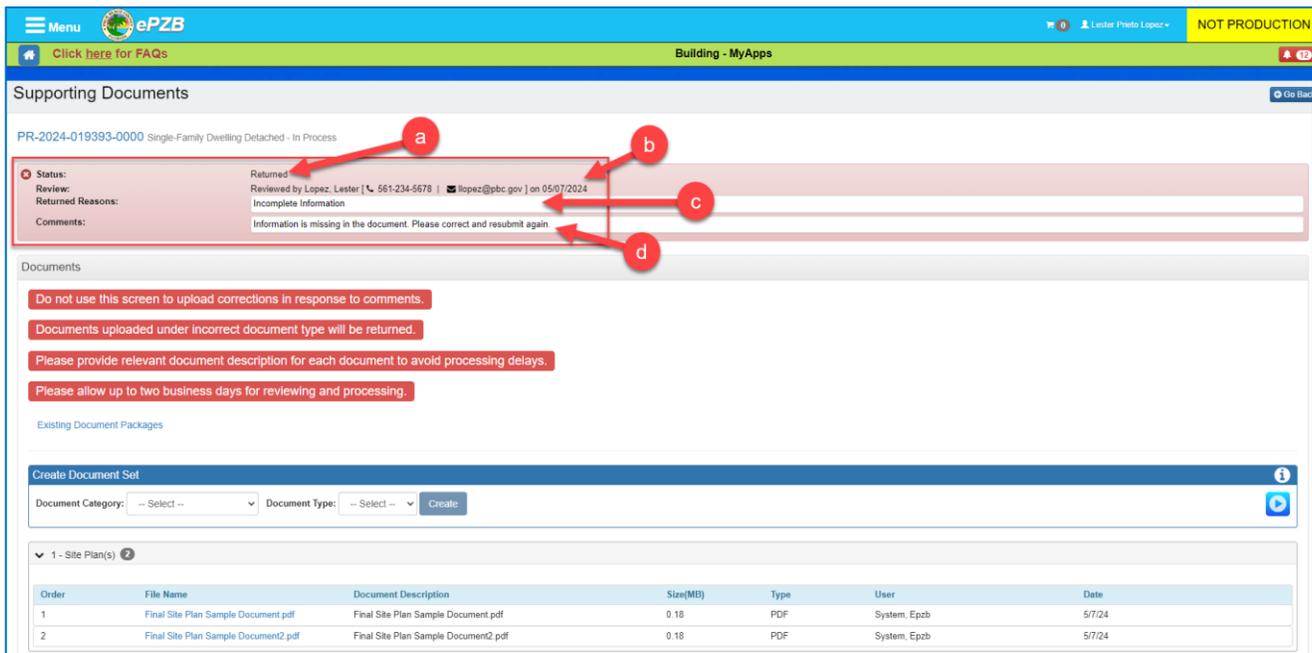


EPZB Building portal

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.

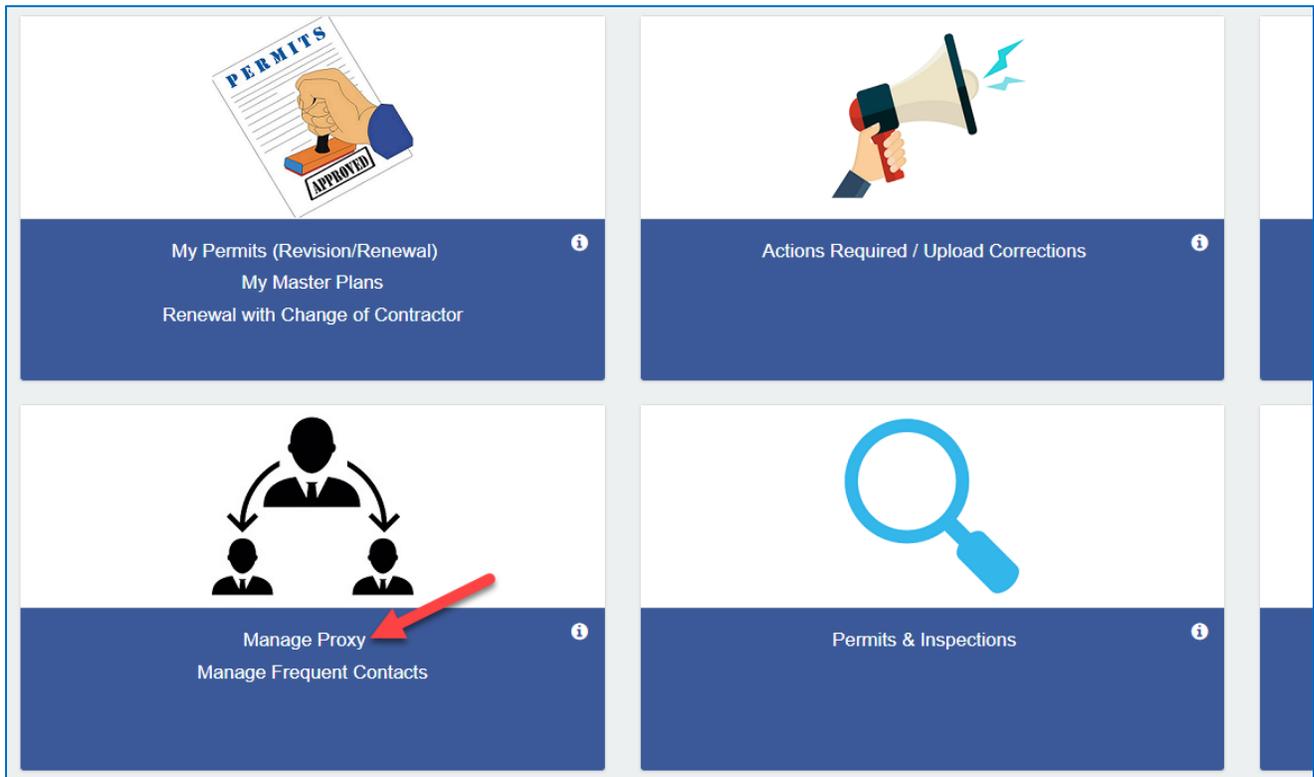


Refer to the second part of the previous section: [“How do I upload documents that I missed during application submittal?”](#), page 27, as the rest of the process to resubmit a corrected document is the same.

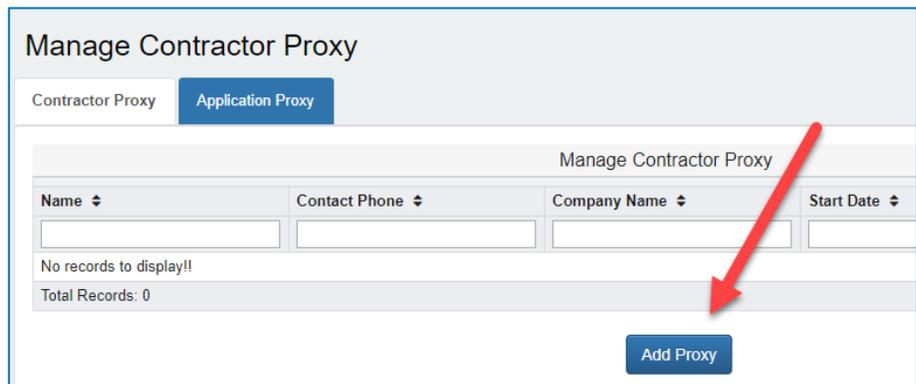
Can I designate someone else to prepare and submit permit applications on my behalf?

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.

Add Contractor Proxy

Please select from options below to add proxy

Select proxy from registered users / contacts Invite new user

▼ Select Proxy

Email: *

My Frequent Contacts [Edit](#)

Name	Email	Company
No records to display!!		
Total Records: 0		

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

Building - MyApps

Manage Contractor Proxy

Contractor Proxy **Application Proxy**

Manage Contractor Proxy

Name	Contact Phone	Company Name	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AP7, EPZB	561-355-4258		04/19/2020
Total Records: 1			

EPZB Building portal

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.

Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Issued Date	Status	Bal.	Actions
P-2003-022538-0000			Plumbing - Water or Sewer Utility Connection	CFC-1425666	3144 Melaleuca Dr	Lopez, Lester	09/06/2016	Inactive	\$0.00	
P-2004-025454-0000			Plumbing - Water or Sewer Utility Connection	CFC-1425666	3144 Melaleuca Dr	Lopez, Lester	09/06/2016	Inactive	\$0.00	
E-2005-017428-0001			Mobile Home Trade Permits	EC-13002252	1749 Manor Ave	Lopez, Lester	12/03/2009	Inactive	\$0.00	
E-2005-030345-0000			Electrical Change Of Service - Res	EC-13002252	6445 S Adderley Cay Ter, Lot 126, Lake Worth, 33462	Lopez, Lester	09/02/2005	Inactive	\$75.00	
E-2005-045662-0000			Electrical Change Of Service - Res	EC-13002252	6439 S Adderley Cay Ter, Lot 127, Lake Worth, 33462	Lopez, Lester	10/31/2005	Inactive	\$0.00	
E-2006-000452-0001			Electrical Change Of Service - 1&2 Fam/Mobile Home	EC-13002252	4383 Minerva Dr	Lopez, Lester	12/03/2009	Inactive	\$0.00	

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.

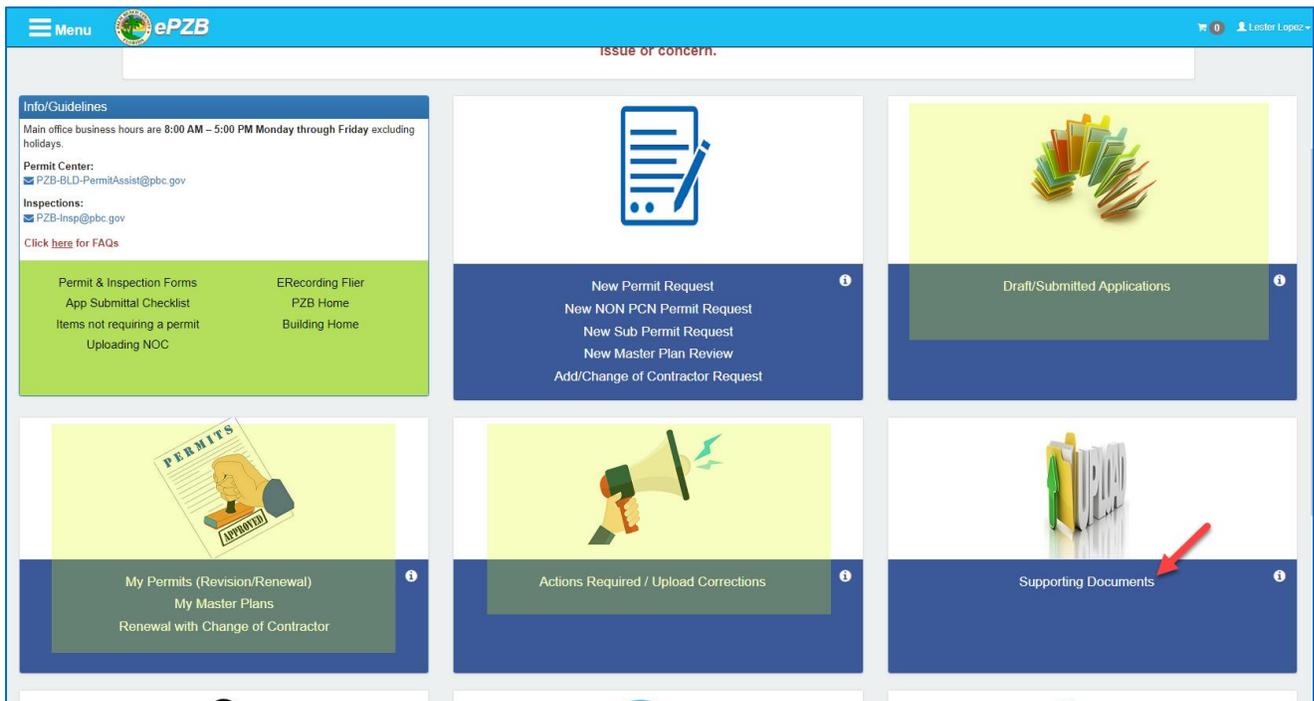
What other help is available on the portal?

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

The screenshot shows the ePZB Building portal interface. At the top, there is a blue header with a 'Menu' icon and the 'ePZB' logo. Below the header is a green navigation bar with a home icon, the text 'Click here for FAQs', and 'Building - Home'. The main content area features a central notice box with the heading '>> NOTICE' and an 'Important Notice' in red text. To the left, there is a blue 'Info/Guidelines' section containing business hours, permit center contact info, and inspection contact info. Below this is a green box with a grid of links: 'Permit & Inspection Forms', 'App Submittal Checklist', 'Items not requiring a permit', 'Uploading NOC', 'ERecording Flier', 'PZB Home', and 'Building Home'. To the right, there is a white box with a document icon and a blue box containing a list of permit request options: 'New Permit Request', 'New NON PCN Permit Request', 'New Sub Permit Request', 'New Master Plan Review', and 'Add/Change of Contractor Request'. A red arrow points to an 'i' icon in the bottom right corner of the blue box.

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.

SR Application # 5228

Contractor > Permit Info > Contact > Scope of Work > Upload Documents > Acknowledge > Submit

Contractor

Certification: * CMC-056892

Certification Details:

<p>Contractor Name: Cuevas, Raquelis Ricardo</p> <p>Certification No: CMC-056892</p> <p>Status: Active</p> <p>Classification: Mechanical</p> <p>Contractor Address: 3060 NW 32nd St, Coral Springs, FL 33498</p> <p>Work Phone: 954-957-9577</p> <p>Home Phone:</p> <p>Cell: 954-695-5761</p> <p>Fax: 954-957-9560</p> <p>Email: ice_c_cool@yahoo.com</p> <p>License Expiration: 08/31/2020</p>	<p>Company Name: Ice C Cool Mechanical, Inc.</p> <p>DBA Name:</p> <p>Company Type:</p> <p>Company Address: 5236 NW 15th St, Margate, FL 33063</p> <p>Work Phone: 954-957-9577</p> <p>Fax: 954-957-9560</p> <p>Email: ice_c_cool@yahoo.com</p> <p>Insurance Expiration: 01/22/2023</p> <p>Bond Expiration:</p> <p>Worker's Comp Expiration: 01/22/2023</p> <p>Worker's Exemp Expiration:</p>
--	--

Save & Complete Later Cancel Continue ▶

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.



Drafts

Draft Applications Waiting Acceptance Submitted Applications

Applications								
Ref No	Permit Type	Permit Description	Contractor	Situs Address	Created By	Last Updated	Delete	Resume
9188	Sub Permit Request		CFC-1429745		Williams, Wendy	02/25/2020	Delete	Resume
5228	Sub Permit Request		CMC-056892		Mendez, Melissa	12/18/2019	Delete	Resume

Total Records: 2



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 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

EPZB Building portal

- 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: **Do not scan and combine multiple documents into one file, each document should be uploaded as a separate file.**

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"





EPZB Building portal

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.

Permits & Inspections

Search

AppPermit Address Company Contractor HistoricalPermit Owner PCN Status: All

AppPermit No: * Select 2022-035933-0000 **a**

For permits issued on or after 12/7/09, please enter the 15 digit number (B-2009-003333-0000) on this screen. If the permit was issued prior to 12/7/09, please click Historical Permit above and enter the 9 digit number (B09002133).

b Search Reset View Inspections

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.

Permits & Inspections

Search

AppPermit Address Company Contractor HistoricalPermit Owner PCN Status: All

AppPermit No: * Select 2022-035933-0000

For permits issued on or after 12/7/09, please enter the 15 digit number (B-2009-003333-0000) on this screen. If the permit was issued prior to 12/7/09, please click Historical Permit above and enter the 9 digit number (B09002133).

Search Reset View Inspections

Branch	Permit No	Rev	Rnw	Hist Permit	Permit Desc	Owner	Company	Site Address	Status	PCN	Balance	Inspections
VISTA	B-2022-035933-0000				Single Family Dwelling - Zero L	Symphony Place LLC	Collin Builders LLC	2024 St	Complete	00-02-02-04-17-000-0010	\$0.00	Inspections
	M-2022-035933-0001				General Mechanical	Symphony Place LLC	Proforma W/D & M	2024 St	Complete	00-02-02-04-17-000-0010	\$0.00	Inspections
	E-2022-035933-0002				General Electrical/Trade Sub	Symphony Place LLC	General Electrical & Exp	2024 St	Complete	00-02-02-04-17-000-0010	\$0.00	Inspections
	P-2022-035933-0003				General Plumbing	Symphony Place LLC	Plumbing/Plumbing Inc	2024 St	Complete	00-02-02-04-17-000-0010	\$0.00	Inspections
	B-2022-035933-0004				Roofing (Flat)	Symphony Place LLC	GMM Roofing Inc	2024 St	Complete	00-02-02-04-17-000-0010	\$0.00	Inspections

Total Records: 5

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.

Schedule Inspection

Schedule Inspection Inspection History

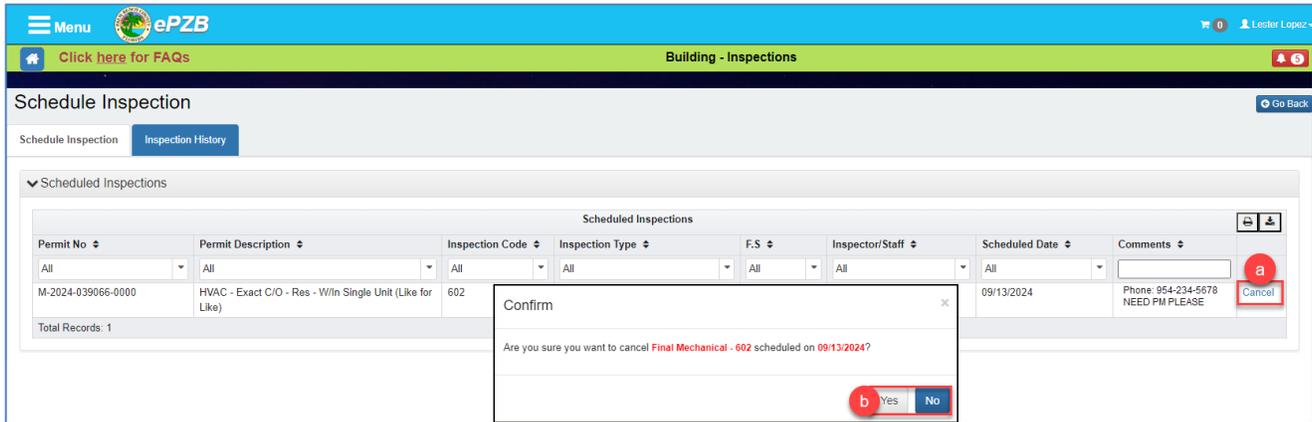
Scheduled Inspections

Permit No	Permit Description	Inspection Code	Inspection Type	F.S	Inspector/Staff	Scheduled Date	Comments
P-2024-038399-0000	Plumbing Water Heater C/O-within unit 1-2 Fam(Like for Like)	703	Final Plumbing	All	Grzunov, Kris Send SMS	09/12/2024	Phone: 561-234-5678 Please call John ahead

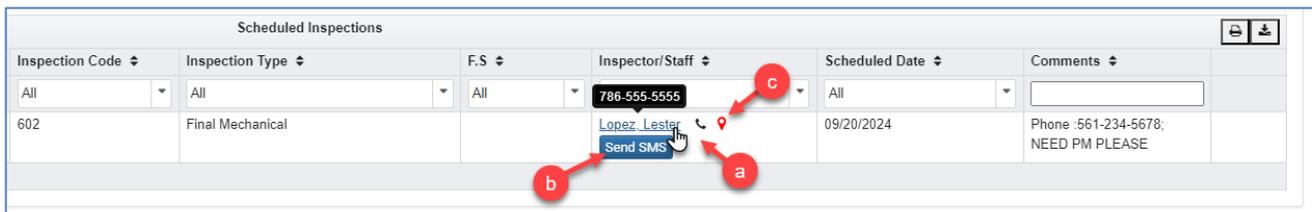
Total Records: 1



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 \(pbc.gov\)](http://pbc.gov/PZB%20Inspections%20Information)



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.

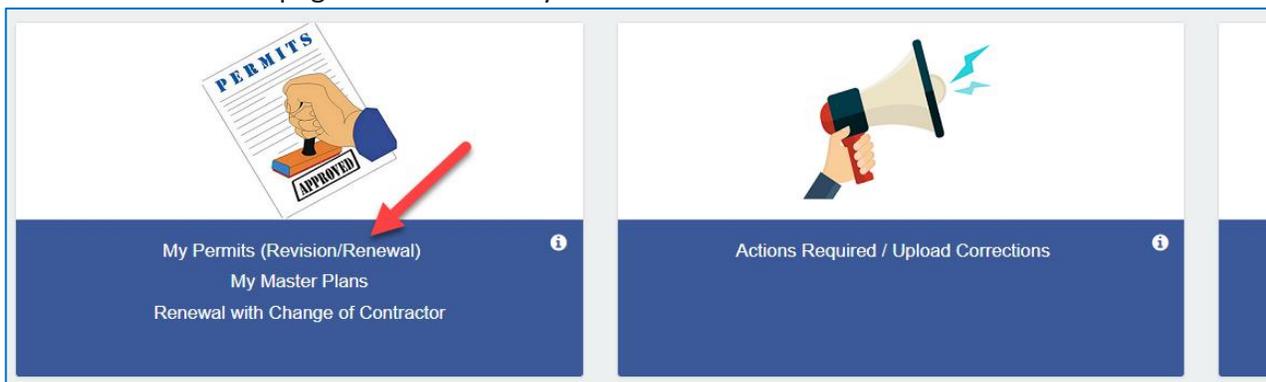
EPZB Building portal

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.

All Permits										
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Issued Date	Status	Bal.	Actions
M-2010-020396-0000			HVAC - Eqpmt C/O - Res - W/In Unit	CMC-056892	264 Saxony Cir, Bldg F, Delray Beach, 33446-1838	Tiwari, Rajesh K	03/20/2012	Inactive	\$0.00	[Icons]
M-2013-024790-0000			HVAC - Eqpmt C/O - Res - W/In Unit	CMC-056892	6712 Montego Bay Blvd, B, Boca Raton, 33433	Tiwari, Rajesh K	09/27/2017	Inactive	\$0.00	[Icons]
M-2016-022055-0007			Gas Lp Lines Interior / Exterior (Sub)	CFC-1429745	11954 Turtle Beach Rd, North Palm Beach, 33408	Tiwari, Rajesh K	11/08/2018	Active	\$0.00	[Icons]
B-2017-029113-0000			Single-Family Dwelling Detached	CBC-1259657	2231 Hypoluxo Rd, Lantana, 33462-00	Tiwari, Rajesh K	08/13/2020	Active	\$0.00	[Icons]



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

All Permits

All Permits Inactive Permits

Show All

Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Issued Date	Status	Bal.	Actions
M-2010-020396-0000			HVAC - Eqpmt C/O - Res - W/In Unit	CMC-056892	264 Saxony Cir, Bldg F, Delray Beach, 33446-1838	Tiwari, Rajesh K	03/20/2012	Inactive	\$0.00	  
M-2013-024790-0000			HVAC - Eqpmt C/O - Res - W/In Unit	CMC-056892	6712 Montego Bay Blvd, B, Boca Raton, 33433	Tiwari, Rajesh K	09/27/2017	Inactive	\$0.00	  
M-2016-022055-0007			Gas Lp Lines Interior / Exterior (Sub)	CFC-1429745	11954 Turtle Beach Rd, North Palm Beach, 33408	Tiwari, Rajesh K	11/08/2018	Active	\$0.00	  
B-2017-029113-0000			Single-Family Dwelling Detached	CBC-1259657	2231 Hypoluxo Rd, Lantana, 33462-00	Tiwari, Rajesh K	08/13/2020	Active	\$0.00	  
M-2017-030285-0000			HVAC - Eqpmt C/O - Res	CMC-056892	9140 SW 18th Rd, Boca Raton,	Tiwari,	07/16/2020	Active	\$0.00	  

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

Menu **ePZB** Click here for FAQs Building - Inspections Logout

Schedule Inspection Inspection History

Schedule New Inspection

Primary / Sub Permit: M.2024.039066.0000

Inspection Type:

Inspection Code:

Schedule Date: (If left blank, the inspection will be scheduled for the next available business date)

Contact Phone:

Comments:

¹ Please provide any relevant information which may help to facilitate your inspection, i.e., gate codes, where to find plans and permit, or other information needed for staff to successfully perform your inspection. All customers must provide a telephone contact number. **ONLY ELECTRICAL SERVICE CHANGE SHOULD REQUEST A TIME OF INSPECTION IN THIS FIELD** - All other customers must contact their inspector directly by telephone between 7:00 and 7:30 A.M. on the day the inspection is scheduled in order obtain/request the approximate time of inspection. Inspector cell phone numbers are available by clicking on the inspector's name in the ePZB portal or on the Building Division "Contact Us" page.

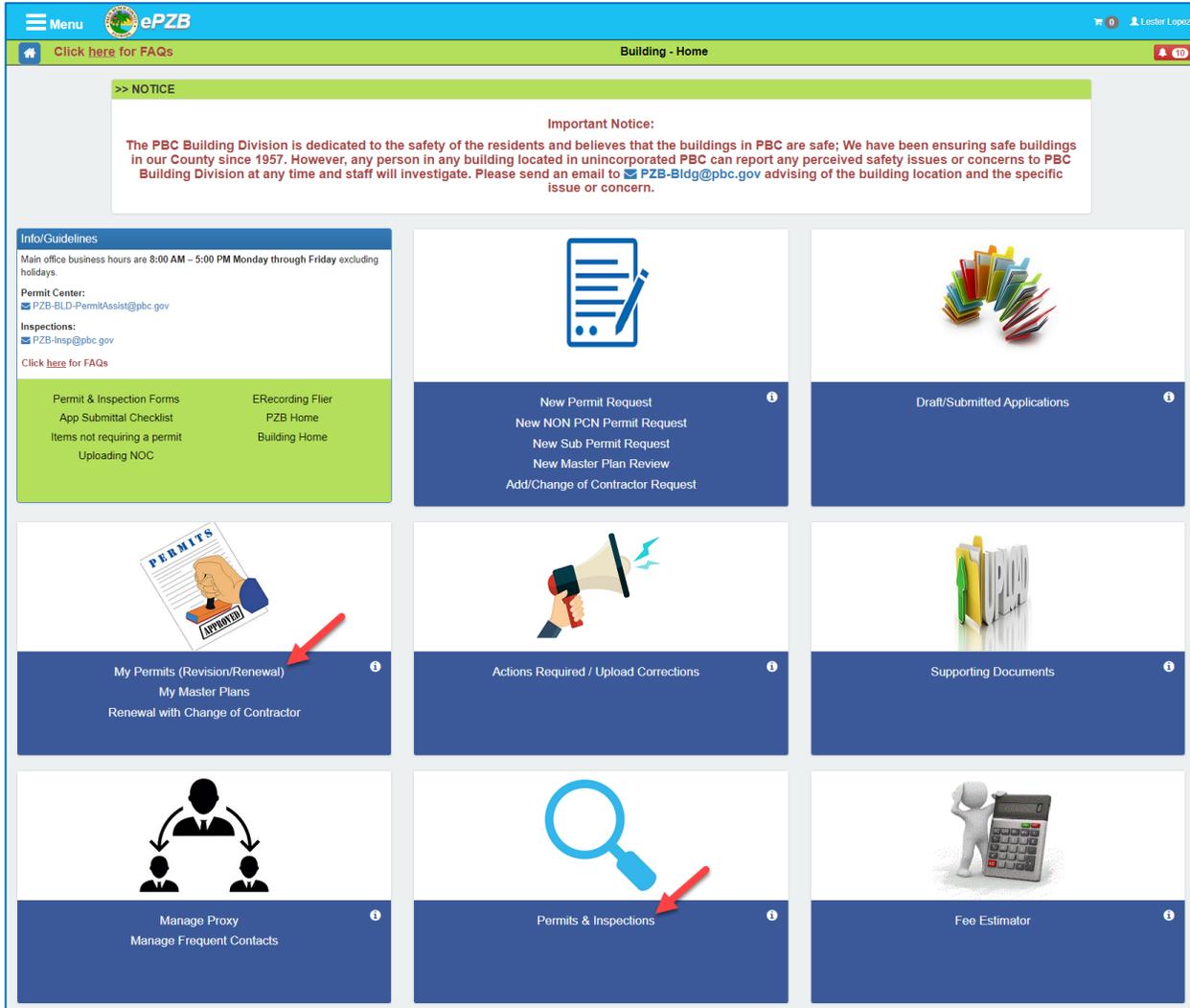
The green success message as shown below will be displayed if the inspection was scheduled successfully.

0 Rajesh K Tiwari NOT PRODUCTION Go Back

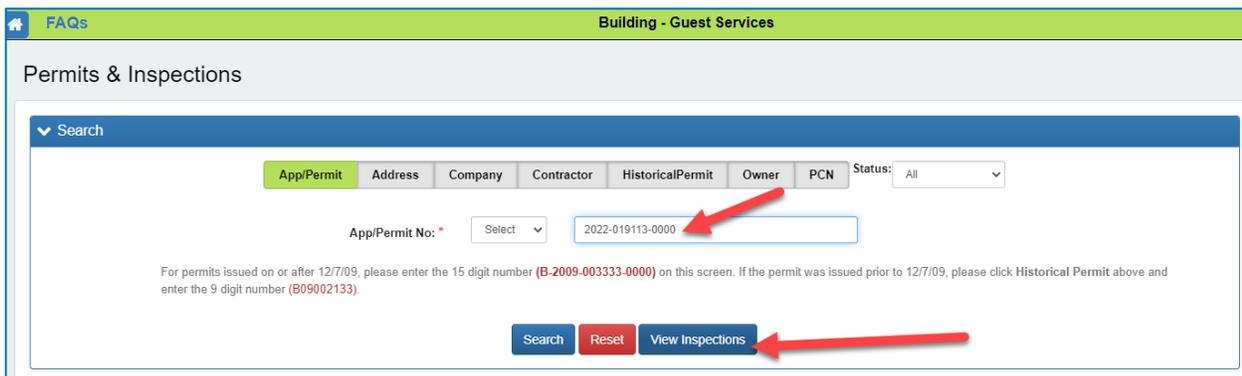
 **SUCCESS**
Inspection was scheduled

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.

Inspection History Go Back

Schedule Inspection **Inspection History**

Inspection History

Permit No	Permit Description	Inspecti on Code	Inspection Type	F.S	Result	Reasons	Inspector/Staff	Scheduled Date	Result Date
All	All	All	All	All	All		All		
B-2021-024551-0000	Reroofing - SFD/Duplex	112	Roof Metal		Fail	05-Incomplete Or Missing Paperwork	Cheeley, Eric	05/04/2022	05/04/2022
CORR: 001 missing							Cheeley, Eric		
B-2021-024551-0000	Reroofing - SFD/Duplex	112	Roof Metal		Fail	05-Incomplete Or Missing Paperwork	Vasquez, Manny	05/05/2022	05/05/2022
CORR: FBC 107.2 roofer need to provide notarized renailing affidavit left plywood and flat deck pictures with permit package							Vasquez, Manny		
B-2021-024551-0000	Reroofing - SFD/Duplex	112	Roof Metal		Cancel			05/05/2022	05/05/2022
CORR: duplicate									
B-2021-024551-0000	Reroofing - SFD/Duplex	115	Roof In Progress		Pass		Vasquez, Manny	05/18/2022	05/18/2022
B-2021-024551-0000	Reroofing - SFD/Duplex	112	Roof Metal		Pass		Vasquez, Manny	05/18/2022	05/18/2022
B-2021-024551-0000	Reroofing - SFD/Duplex	104	Final Building		Pass		Coleman, Paul T	06/30/2022	07/01/2022
Total Records: 6									

General Comments

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.

<p>My Permits (Revision/Renewal) My Master Plans Renewal with Change of Contractor</p>	<p>Actions Required / Upload Corrections</p>	<p>Supporting Documents</p>
<p>Manage Proxy Manage Frequent Contacts</p>	<p>Permits & Inspections</p>	<p>Fee Estimator</p>



EPZB Building portal

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

FAQs Building - Guest Services

Permits & Inspections

Search

App/Permit Address Company Contractor HistoricalPermit Owner PCN Status: All

App/Permit No: Select 2022-019113-0000

For permits issued on or after 12/7/09, please enter the 15 digit number (B-2009-003333-0000) on this screen. If the permit was issued prior to 12/7/09, please click Historical Permit above and enter the 9 digit number (B09002133).

Search Reset View Inspections

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

Schedule Inspection Inspection History Go Back

Scheduled Inspections

Permit No	Permit Description	Inspection Code	Inspection Type	F.S	Inspector/Staff	Scheduled Date	Comments
All	All	All	All	All	All	All	
B-2022-019113-0000	Reroofing - SFD/Duplex	104	Final Building		Coleman, Paul T	07/01/2022	Phone :561-722-8111;

Total Records: 1

Schedule New Inspection



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

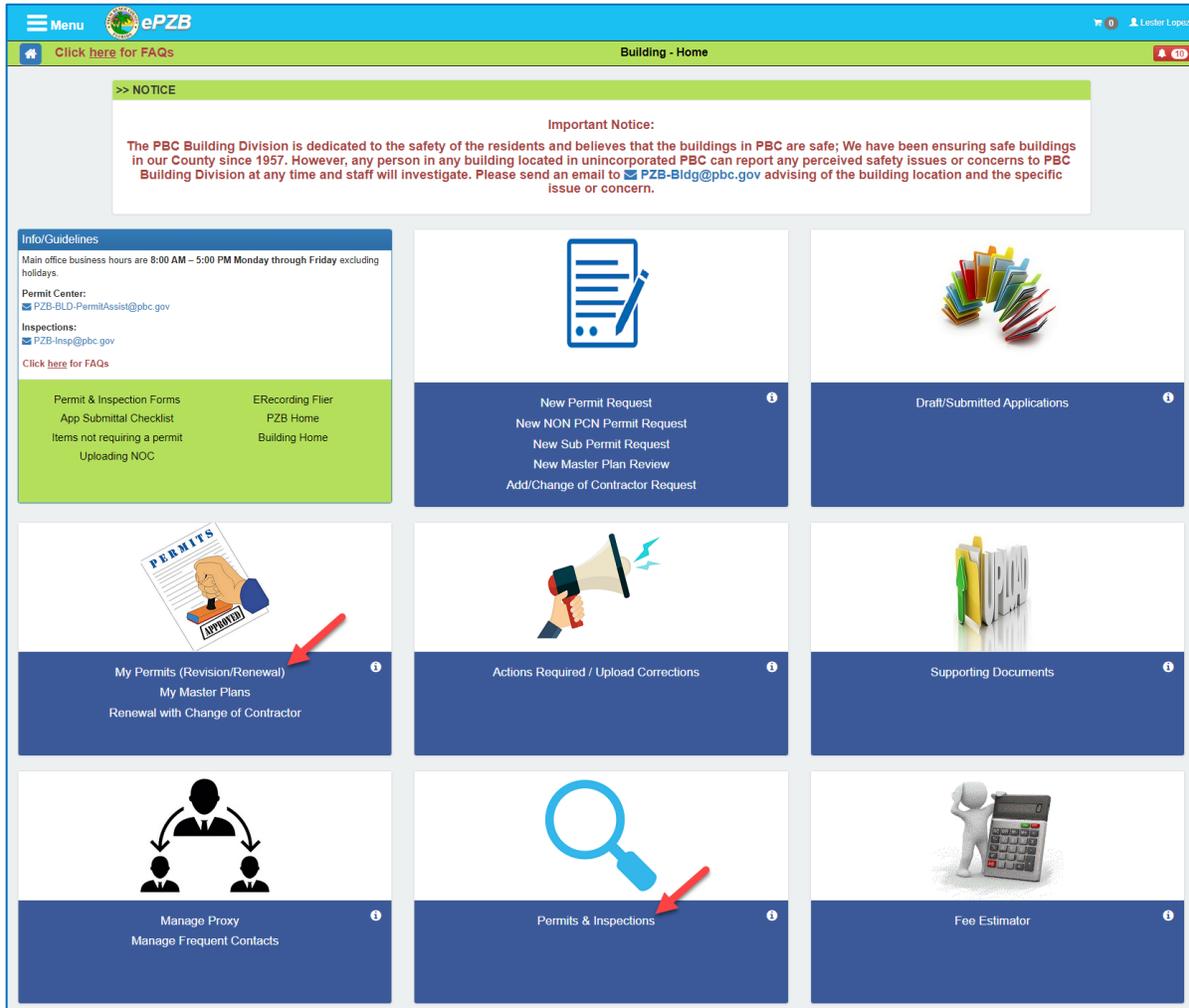
⏪
⏩
1
2
3
⏭
⏮
⏯
10
⏴

Close

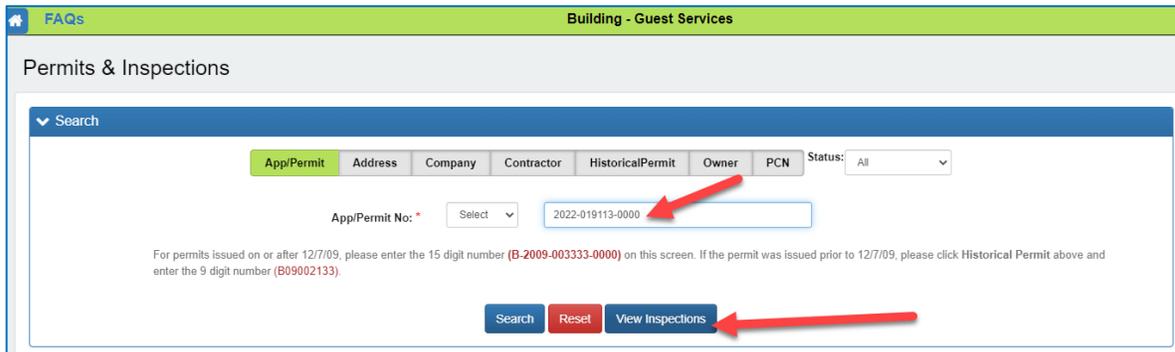


How do I see inspector location?

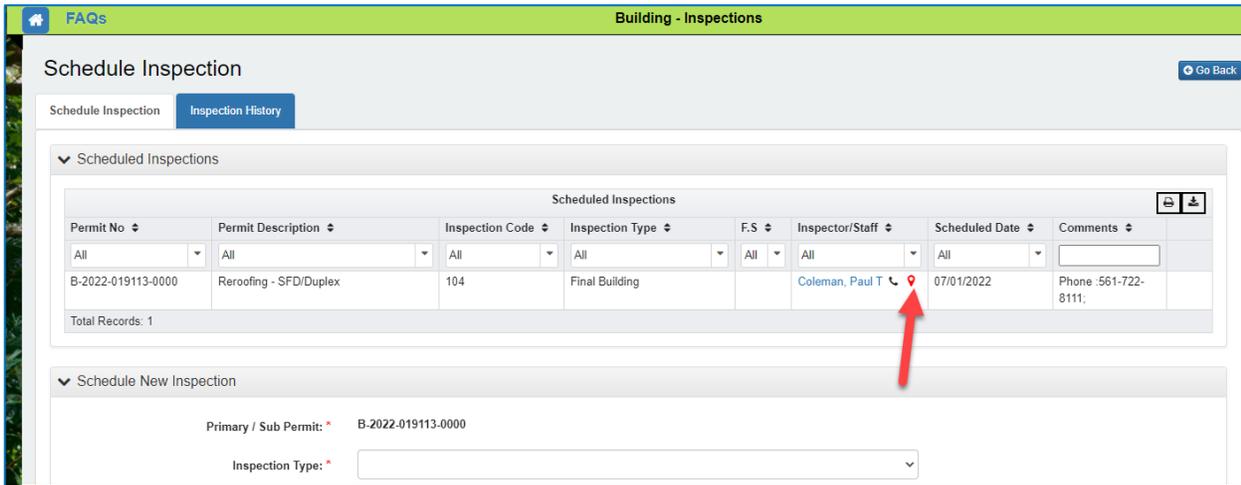
On the day of the inspection, Inspectors follow an itinerary to complete all the inspections scheduled for that day. You can see inspector's current location online on the Building portal at <https://www.pbc.gov/epzb> Please visit the Permits and Inspections page using the link shown below.



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

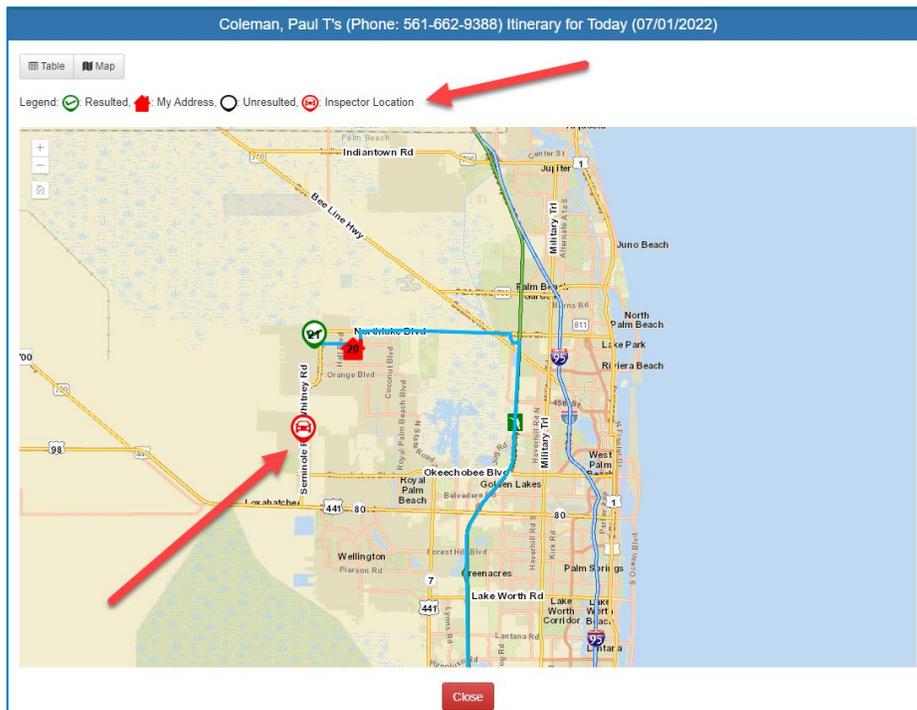


On the Building Inspections page shown below, click on the map icon indicated below by red arrow. You would not see any data on this screen if your inspection has already been completed. The inspection results can be seen by clicking on Inspection History tab on this page.



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

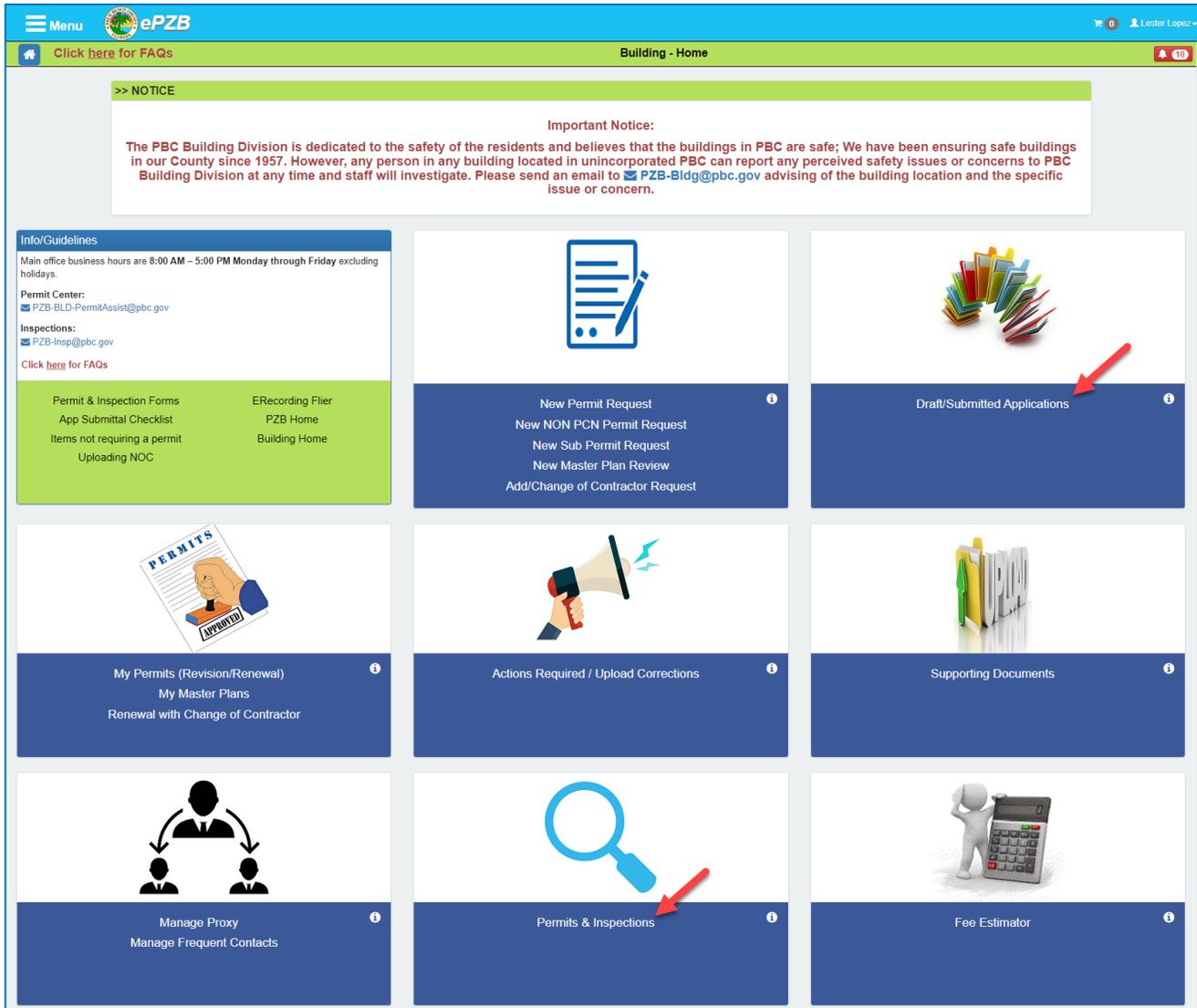
1. Resulted inspection locations
2. Your address location on the map
3. Un-Resulted inspection locations
4. Inspector's current location





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.





Menu  ePZB

 **Planning
Zoning &
Building**

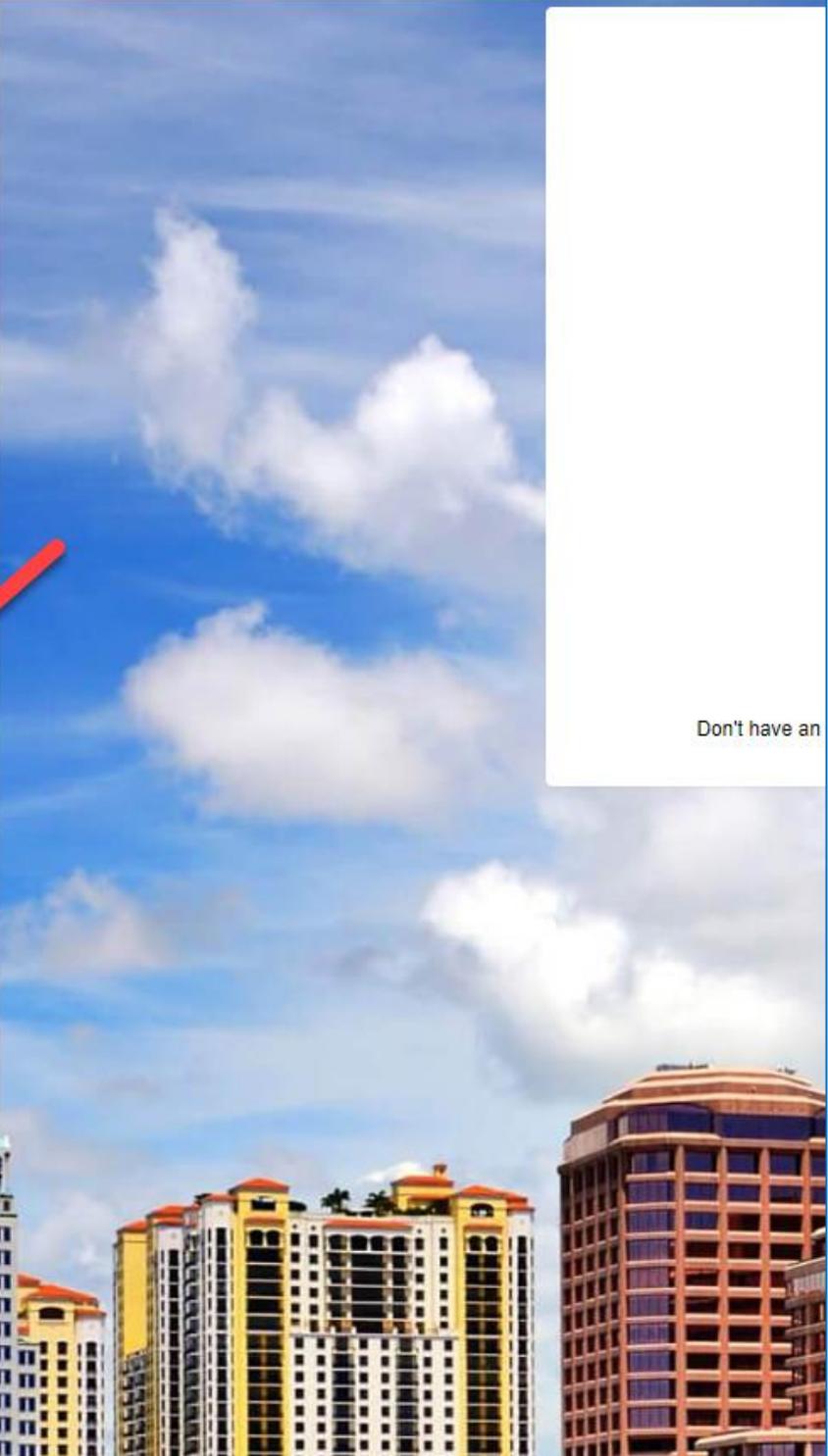
[Sign In](#) [Register Now](#)

- General <
- Building >
 - Fee Estimator
 - Impact Fee Estimator
 - Impact Fee Estimator for Additions
 - Permits & Inspections**
 - Online Submittal
 - No Fee Sub Permits
 - Submit Phase I Inspection Reports
- Contractors Certification <
- Planning <
- Zoning <

[General FAQs](#)
[Building FAQs](#)

ePZB Building Portal Basics

Don't have an





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

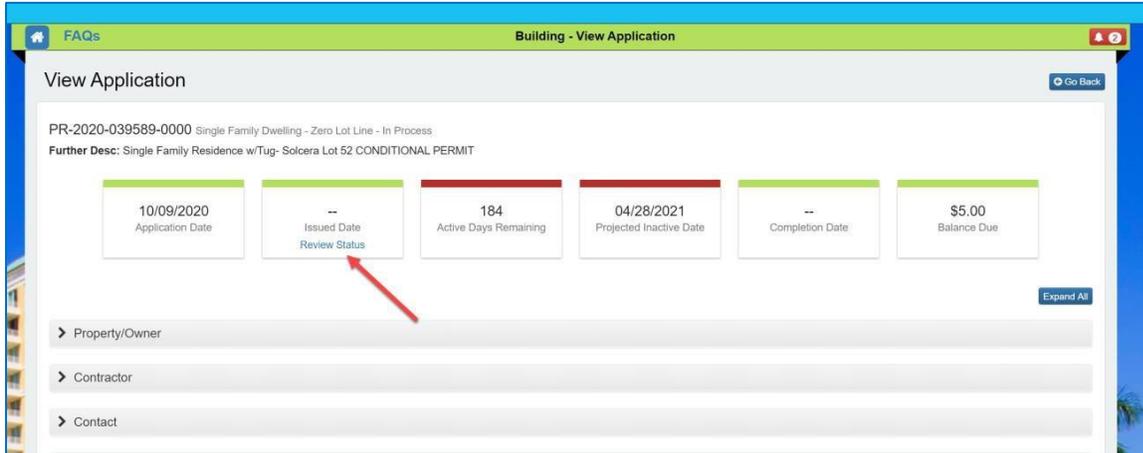
Branch	Permit No	Rev	Rnw	Hist Permit	Permit Desc	Owner	Company	Situs Address	Status	PCN	Balance
VISTA	PR-2020-039589-0000				Single Family Dwelli...	Mattamy Pal...	MATTAMY H...	6475 Trails Of Fox...	In Process	00-42-44-03-12-001-0520	\$5.00

Click on the Application number link.

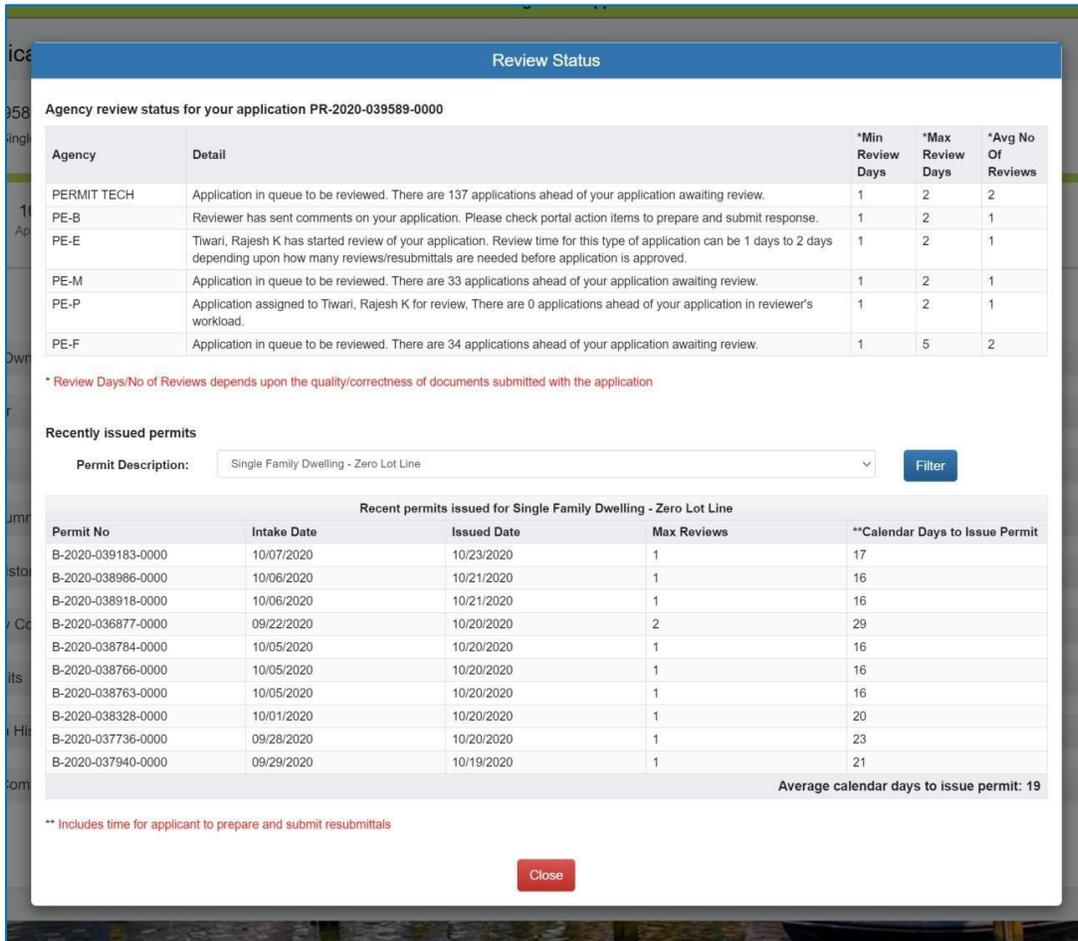
Branch	Permit No	Rev	Rnw	Hist Permit	Permit Desc	Owner	Company	Situs Address	Status	PCN	Balance
VISTA	PR-2020-039589-0000				Single Family Dwelli...	Mattamy Pal...	MATTAMY H...	6475 Trails Of Fox...	In Process	00-42-44-03-12-001-0520	\$5.00



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.





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 screenshot shows the ePZB Building portal interface. At the top, there is a blue header with a 'Menu' icon and the 'ePZB' logo. Below the header is a green navigation bar with a home icon, a link to 'Click here for FAQs', and the text 'Building - Home'. A light green notice box contains an 'Important Notice' from the PBC Building Division regarding safety and reporting procedures. Below the notice is a grid of service tiles. The left column includes an 'Info/Guidelines' tile with office hours and contact information, and a green tile with links for 'Permit & Inspection Forms', 'App Submittal Checklist', 'Items not requiring a permit', and 'Uploading NOC'. The right column features a blue tile for permit requests, where a red arrow points to the 'New Master Plan Review' option. Below this are two more blue tiles: 'My Permits (Revision/Renewal)' and 'Actions Required / Upload Corrections'.



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.

FAQs Building - New Application

MR Application # 0

MP Holder/Designer Contact Scope of Work Upload Documents Approved Users Submit

MP Holder

Contractor Designer Developer

Contractor

Certification: * Select

- Select
- CBC-057934
- CBC-058202
- CFC-042983
- CFC-057769
- CGC-040099
- CMC-053774
- CMC-056245
- EC-13004608
- FPC-1904940001 2010
- U-18468

MP Designer

Same as MP Holder(Designer)

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.

FAQs Building - New Application

MR Application # 0

MP Holder/Designer Contact Scope of Work Upload Documents Approved Users Submit

MP Holder

Contractor Designer Developer

Designer

Company Name: * Select

- Select
- <<Add New Company>>
- A.T.Designs, INC.
- Allegedly Designs
- Anasca Homes
- Architectual Concepts INC
- Architectural Design Studios Inc
- Atlantic Engineering Services
- Aunt D's child care center
- Auto Builders
- Black, Corley, Owens, & huges Architects
- Brown and Caldwell

MP Designer

Same as MP Holder(Designer)



- 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

MP Holder/Designer
Contact
Scope of Work
Upload Documents
Approved Users
Submit

▼ Search

Certification No:

Prefix: CBC

Number: 057934

Contractor Name:

First:

Last:

1

Search
Reset

Certification Number	Contractor Name	Company Name	Status
<input checked="" type="checkbox"/> CBC-057934	McPherson, Andrew	Seretta Construction Inc.	Active
Total Records: 1			

Select
2

Approved Users

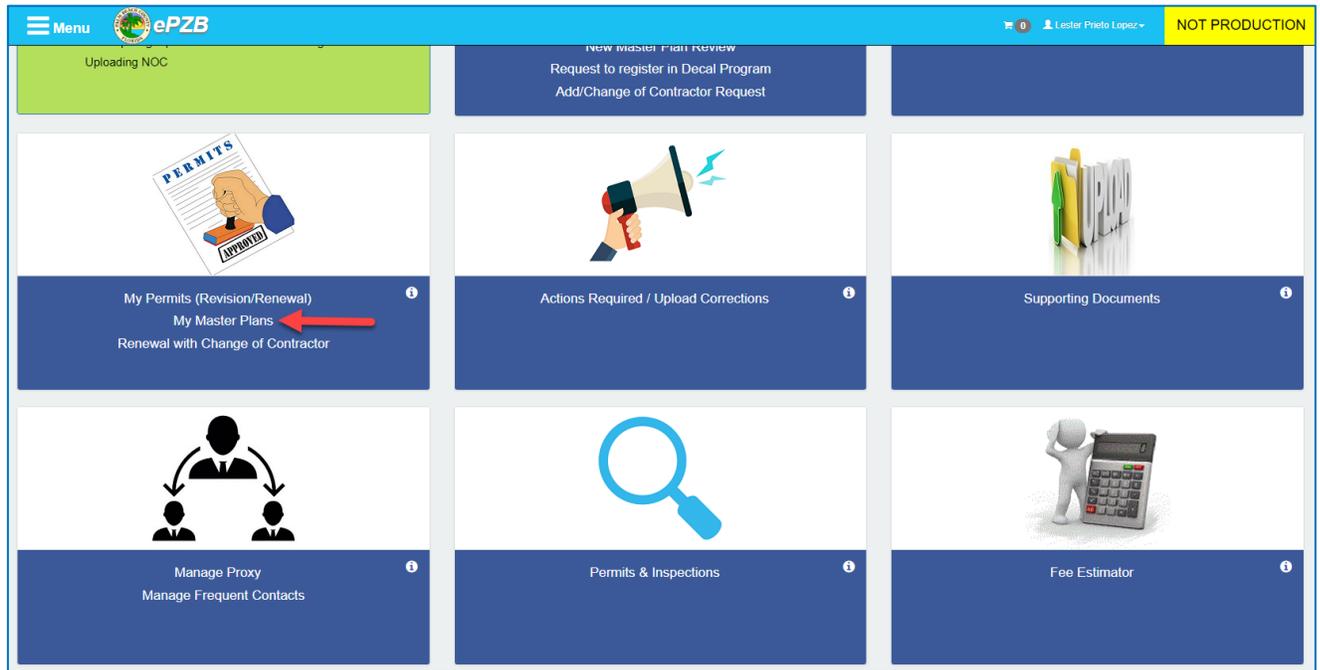
Certification Number	Contractor Name	Company Name	Status
CBC-057934	McPherson, Andrew 3	Seretta Construction Inc.	Active ✕
Total Records: 1			



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”**.



All Master Plans

All Permits										
Application No	Rev	Rnw	Permit Description	Contractor	Situs Address	Created By	Issued Date	Status	Bal.	Actions
MP-2021-008943-0000			Single-Family Dwelling Detached	G.L. Homes		Scruggs, Greg A	03/01/2021	Approved	\$0.00	
Total Records: 1										

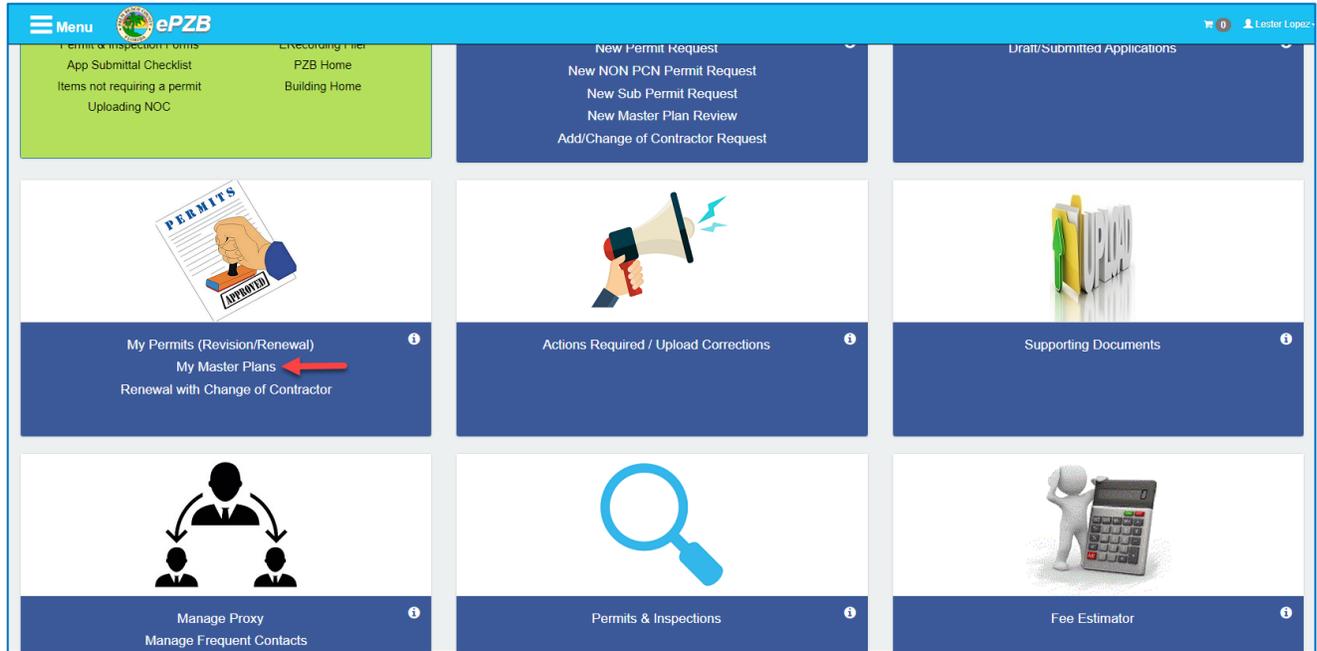
You may select Update Approved Users to add/delete contractors allowed to use this master plan.



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.

All Master Plans

All Permits									
Application No	Permit Description	Contractor	MP Model Designation	Further Desc	Created By	Issued Date	Status	Bal.	Actions
MP-2021-013378-0000	Single-Family Dwelling Detached	G.L. Homes	GL Model 1	Master Plan Review for...	Scruggs, Greg A.	03/24/2021	Approved	\$0.00	[Icons]
MP-2021-013379-0000	Single-Family Dwelling Detached	G.L. Homes	GL Model 2	Master Plan for GL Mo...	Scruggs, Greg A.	03/24/2021	Approved	\$0.00	[Icons]

Total Records: 2

Update Approved Users
Apply Child Permit



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 document set to add pages.

Complete the remaining tabs and **Submit**.



EPZB Building portal

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.



EPZB Building portal

- 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.

- 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.
- 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?

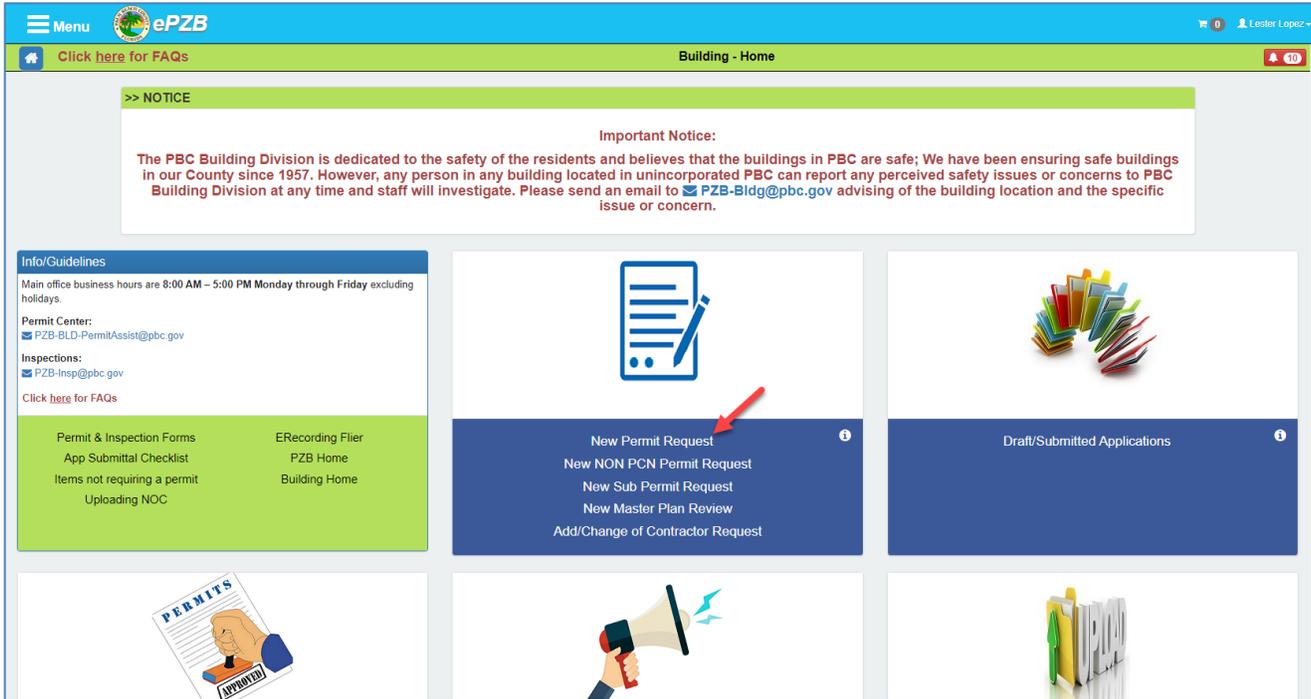
Adding multiple addresses on new submittals is optional, but it is available and can be accomplished when submitting a new permit request.

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.

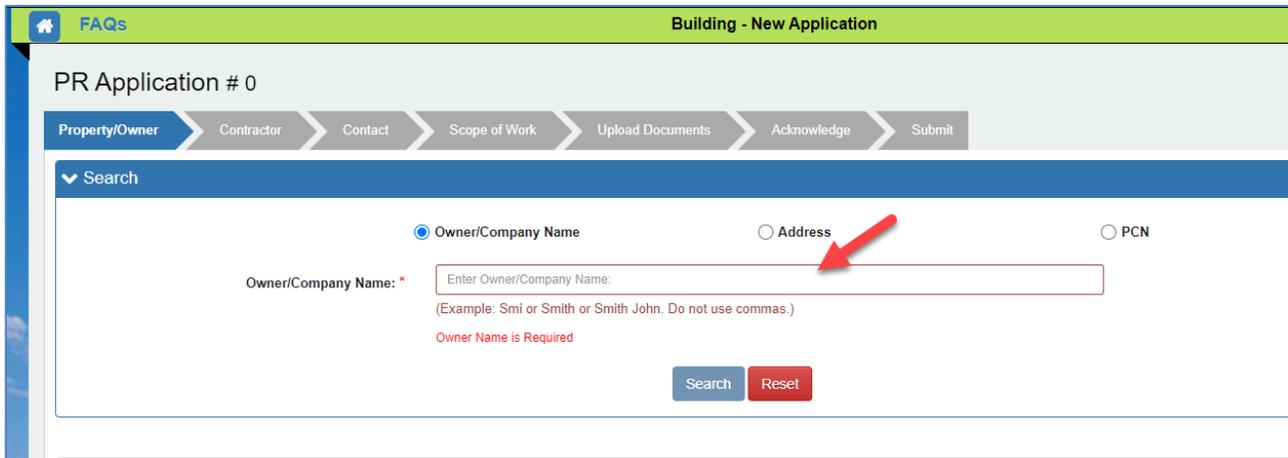


How do I add multiple addresses on new submittals?

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”**.





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

PR Application # 0

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

Search

Owner/Company Name Address PCN

Street No: 2788 Pre: Select Street Name: Eagle Rock Type: Circle Post: Select

Search Reset

PCN	Owner Name	Situs Address	Control No	Project Number
00-42-43-22-22-006-		2788 Eagle Rock Cir, Building 6, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0601	Zaba Roots Llc	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0610	Higgins, William	2788 Eagle Rock Cir, Unit 10, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0602	Asirl, Felor	2788 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0603	Mendez, Lopez	2788 Eagle Rock Cir, Unit 3, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0604	Regnier, Jessica	2788 Eagle Rock Cir, Unit 4, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0605	Bergman, Luke	2788 Eagle Rock Cir, Unit 5, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0606	Carrillo, Renzo	2788 Eagle Rock Cir, Unit 6, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0607	Echenique, Rodolfo	2788 Eagle Rock Cir, Unit 7, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0608	Glispie, Lakeish	2788 Eagle Rock Cir, Unit 8, West Palm Beach, 33411	1984-00130	00473-025

Total Records: 11

Select

- 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.

PR Application # 0

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

Search - Click here to Add/Edit new or multiple addresses

Property Information

PCN	Situs Address	Control No	Project No	Suite/Bay	Building/Lot Number
00-42-43-22-22-006-0601	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025		

Total Records: 1

Owner Information

PCN	Name	Situs Address	Mailing Address	Email	Edit
00-42-43-22-22-006-0601	Zaba Roots Llc	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	19950 W Country Club Dr, Apt 903, Miami, FL 33180-4603		

Total Records: 1

Add Owner

Please enter Email and Work/Cell for all owner records. Click the Edit button under Owner Information section to add this information.

Title Holder *

Same as Owner

OR



EPZB Building portal

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

Add/Update Owner

Owner Information

Select Property:

Owner (individual/company) information on record with Property Appraiser is displayed below. Do not edit this information if there is no ownership change. Documentation must be provided to support any name/company name change.

**: Either the Company Name or the First and Last Name are required fields

HOA/Company Name **

Title: First Name: ** MI: Last Name: ** Suffix:

Work Phone: † Cell Phone: †

†: Either Work phone or Cell phone is required

Email: * Fax:

Address:

Country:

Number: Fraction: Pre: Street Name: * Type: Post:

Apt/Bldg/Unit: Unit No: Building: City: * State: * Zip: *

➔

- To add a new address to your permit request, click on the blue "Search" bar located on the top:

FAQs
Building - New Application

PR Application # 0 [Continue](#)

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

> Search ➔

Property Information

PCN	Situs Address	Control No	Project No
00-42-43-22-22-006-0601	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025

Total Records: 1



- 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.

PR Application # 0

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

Search

Owner/Company Name
 Address
 PCN

Street No: 2780 Pre: Select Street Name: * Eagle Rock Type: Circle Post: Select

PCN	Owner Name	Situs Address	Control No	Project Number
<input type="checkbox"/> 00-42-43-22-22-005-		2780 Eagle Rock Cir, Building 5, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-005-0501	Samuels, Hugh	2780 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-005-0502	Diaconu, Florin	2780 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-005-0503	Watson, Nicholas	2780 Eagle Rock Cir, Unit 3, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-005-0504	Stewart, Belinda	2780 Eagle Rock Cir, Unit 4, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-005-0505	Gambino Nancy &	2780 Eagle Rock Cir, Unit 5, West Palm Beach, 33411	1984-00130	00473-025

Total Records: 6

- Mark the checkbox next to the PCN of the desired property and click **“Select”**.

PCN	Owner Name	Situs Address	Control No	Project Number
<input type="checkbox"/> 00-42-43-22-22-006-		2788 Eagle Rock Cir, Building 6, West Palm Beach, 33411	1984-00130	00473-025
<input checked="" type="checkbox"/> 00-42-43-22-22-006-0601	Zaba Roots Llc	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0610	Higgins, William	2788 Eagle Rock Cir, Unit 10, West Palm Beach, 33411	1984-00130	00473-025
<input checked="" type="checkbox"/> 00-42-43-22-22-006-0602	Asiri, Felor	2788 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0603	Mendez, Lopez	2788 Eagle Rock Cir, Unit 3, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0604	Regnier, Jessica	2788 Eagle Rock Cir, Unit 4, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0605	Bergman, Luke	2788 Eagle Rock Cir, Unit 5, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0606	Carrillo, Renzo	2788 Eagle Rock Cir, Unit 6, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0607	Echenique, Rodolfo	2788 Eagle Rock Cir, Unit 7, West Palm Beach, 33411	1984-00130	00473-025
<input type="checkbox"/> 00-42-43-22-22-006-0608	Glispie, Lakeish	2788 Eagle Rock Cir, Unit 8, West Palm Beach, 33411	1984-00130	00473-025

Total Records: 11



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

Property Information

PCN	Situs Address	Control No	Project No	Suite/Bay	Building/Lot Number
00-42-43-22-22-006-0601	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025		
00-42-43-22-22-006-0602	2788 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	1984-00130	00473-025		

Total Records: 2

Owner Information

PCN	Name	Situs Address	Mailing Address	Email	Edit
00-42-43-22-22-006-0601	Zaba Roots Llc	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	19950 W Country Club Dr, Apt 903, Miami, FL 33180-4603	a@gmail.com	
00-42-43-22-22-006-0602	Asiri, Felor B	2788 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	2788 Eagle Rock Cir, Unit 2, West Palm Beach, FL 33411-6709		

Total Records: 2

[Add Owner](#)

Please enter Email and Work/Cell for all owner records. Click the Edit button under Owner Information section to add this information.

Title Holder *

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

- 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:

ERROR
All properties must have same project number and control number.

Search

Owner/Company Name
 Address
 PCN

Street No: 1500 Pre: Select Street Name: Jog Type: Select Post: Select

[Search](#) [Reset](#)

PCN	Owner Name	Situs Address	Control No	Project Number
<input type="checkbox"/> 00-42-43-27-05-004-0053	Palm Beach County	1500 N Jog Rd, West Palm Beach, 33417	1988-00057	05172-000

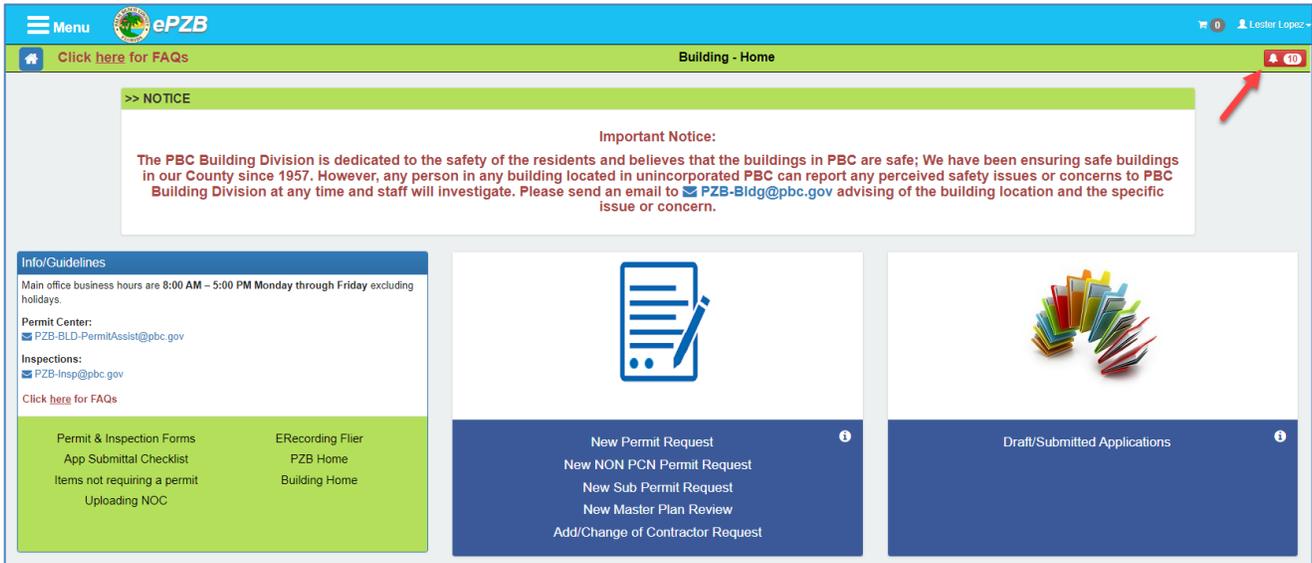
Total Records: 1

[Select](#)

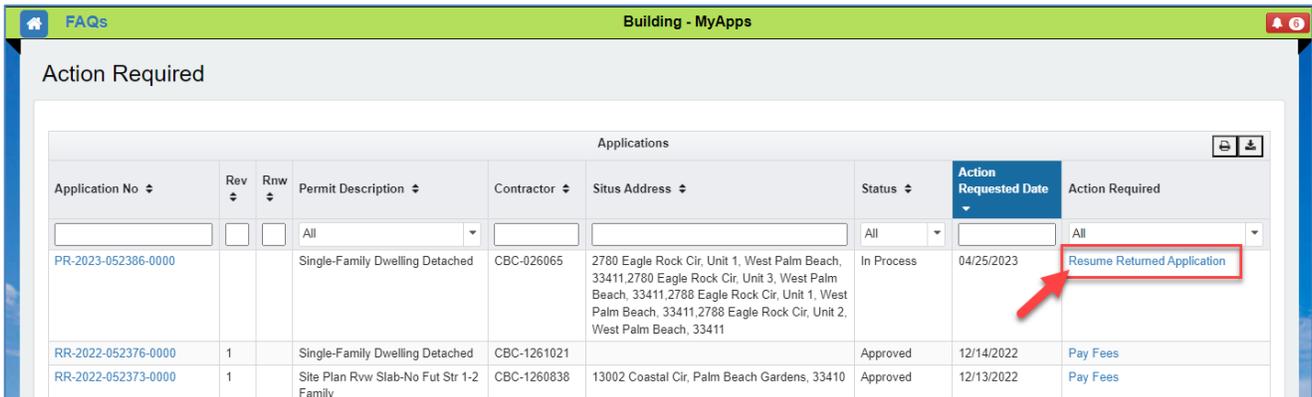


How do I edit addresses on returned submittals?

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.



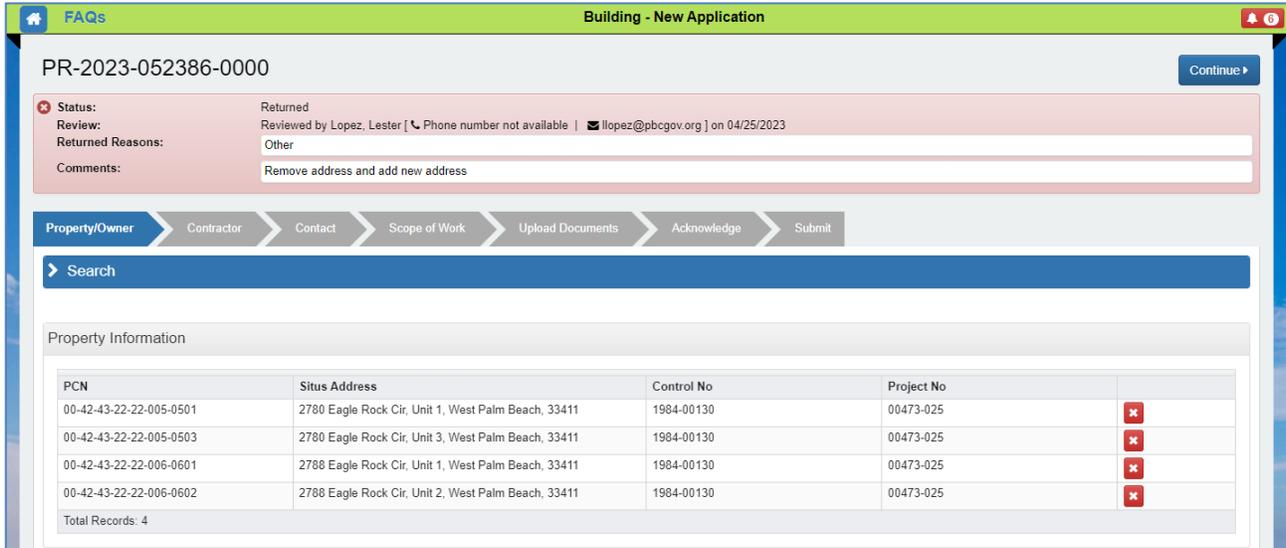
2. The Action Required page will display. If you have a returned application, you will see the “Resume Returned Application” link under the Action Required column. Click on the “Resume Returned Application” link.



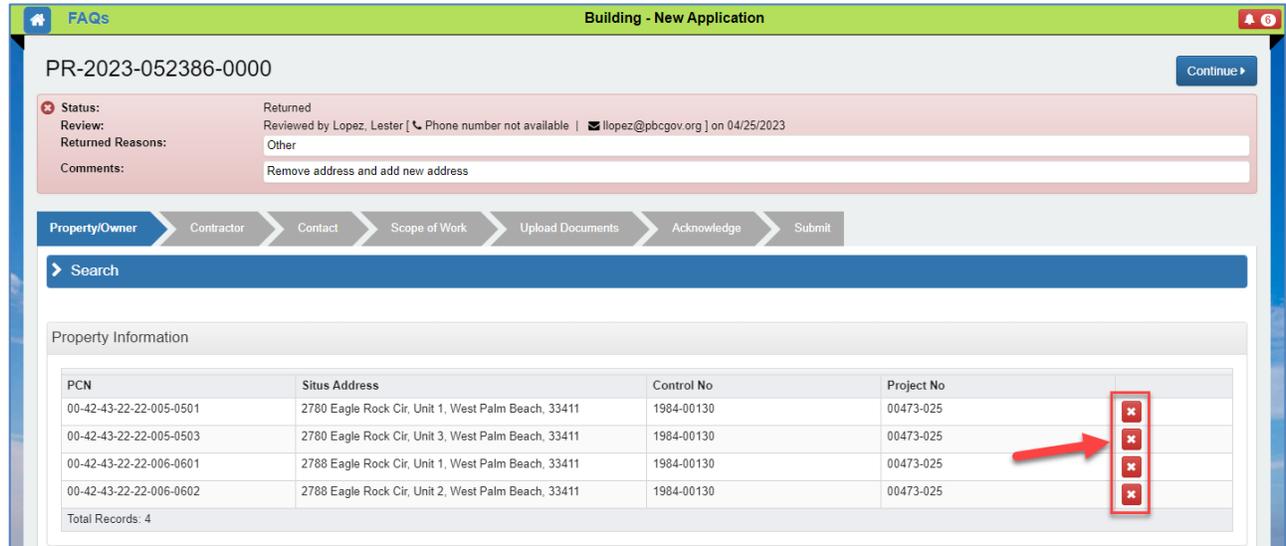
Note: You can easily find your action-required applications by using the sorting feature. Simply click on any of the headings with double arrows , to sort your action items by column.



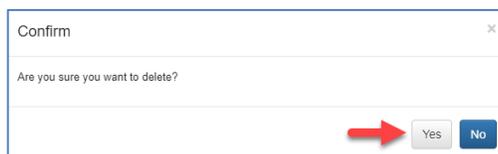
- The application page will display for you to make the necessary corrections. Here you will be able to see the Status of your application as Returned, who it was reviewed by, the Returned Reason, and the comments made by the Reviewer. In this case, we are asking the customer to Remove an incorrect address and add a new address to the application.



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



- 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.

The screenshot shows the 'Building - New Application' interface. At the top, there's a navigation bar with 'FAQs' and 'Building - New Application'. Below that, the application ID 'PR-2023-052386-0000' is displayed. A status box indicates the submittal is 'Returned' with a review by Lopez, Lester on 04/25/2023. The returned reasons are 'Other' and the comment is 'Remove address and add new address'. A progress bar shows steps: Property/Owner, Contractor, Contact, Scope of Work, Upload Documents, Acknowledge, and Submit. A blue 'Search' bar is highlighted. Below it, the 'Property Information' table lists three records with red 'X' icons in the final column.

PCN	Situs Address	Control No	Project No	
00-42-43-22-22-005-0501	2780 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025	X
00-42-43-22-22-006-0601	2788 Eagle Rock Cir, Unit 1, West Palm Beach, 33411	1984-00130	00473-025	X
00-42-43-22-22-006-0602	2788 Eagle Rock Cir, Unit 2, West Palm Beach, 33411	1984-00130	00473-025	X

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

This screenshot is identical to the previous one, but a red arrow points to the blue 'Search' bar, indicating the next step in the process.

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.

The screenshot shows the 'Building - New Application' form in the 'Scope of Work' section. The form includes the following fields and options:

- Trade:** Radio buttons for Structural, Roofing, Electrical, Mechanical, Plumbing, Fire, Gas, and Other. (Highlighted with red box 'a')
- Type of Work:** Radio buttons for New, Addition, Alteration, Repair, Demolition, Temporary, and Other. (Highlighted with red box 'b')
- Category:** A dropdown menu currently set to 'Select'. (Highlighted with red box 'c')
- Permit Description:** A dropdown menu currently set to 'Select'. (Highlighted with red box 'd')
- Private Provider Review:** A checkbox. (Highlighted with red box 'e')
- Private Provider Inspection:** A checkbox.
- Does this permit belong to special permitting category?:** Radio buttons for Yes and No.
- Value of Work:** A text input field with a dollar sign prefix and a 'How to calculate value' link.
- Net Square Feet:** A text input field.
- Project Square Feet:** A text input field.
- Number of Units:** A text input field.
- Number of Floors:** A text input field.
- Further Description of Work:** A text input field with a placeholder: 'Please enter further description of work (at least 20 and at most 75 characters)'.

EPZB Building portal

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.

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

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

Special Permitting Category ⓘ

There are special permitting categories in Florida Law and County Regulations. Examples include Targeted Industries creating new jobs, Work Force Housing, Affordable Housing etc.. Please do not click on "Yes" unless you are certain your project qualifies under one of these regulations.

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

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

<input type="checkbox"/> Business Development Board (BDB) ⓘ	BDB Access Code: *	<input type="text"/>	How do I get BDB access code ⓘ
<input type="checkbox"/> Affordable Housing Project (AHP) ⓘ	AHP Access Code: *	<input type="text"/>	How do I get AHP access code ⓘ
	AHP For Sale Units: *	<input type="text"/>	
	AHP For Rent Units: *	<input type="text"/>	
<input type="checkbox"/> Workforce Housing Project (WHP) ⓘ	WHP Access Code: *	<input type="text"/>	How do I get WHP access code ⓘ
	WHP For Sale Units: *	<input type="text"/>	
	WHP For Rent Units: *	<input type="text"/>	

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

! ERROR ⓘ
Please correct the errors to continue.



EPZB Building portal

- 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.

Business Development Board (BDB) Information

If your project qualifies under the Business Development Board (BDB) guidelines, you should have been provided a BDB code and Project Name to help staff validate your request. Please enter the code in the next screen and type in the Project Name in the Further Description of Work box.

Affordable Housing Project (AHP) Information

County guidelines allow for expediting of projects that provide at least 65% Affordable Housing Units meeting the eligibility requirements of 0-140% Area Median Income for Palm Beach County. If your project qualifies, please contact the Department of Housing & Economic Development at 561-233-3600 to obtain a code to access expedited permitting. Please enter the code provided for your project in the next screen, and type the Project Name in the Further Description of Work box.

Workforce Housing Project (WHP) Information

County guidelines allow for expediting of projects that provide at least 65% of units as on-site workforce housing meeting the requirements of the County's Workforce Housing Program. If your project qualifies, you should have been provided a WHP code and Project Name by the Planning Division to access expediting. Please enter the WHP code for your project in the next screen, and type the Project Name in the Further Description of Work box.

- 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:

BDB Access Code Information

Please contact the Executive Director of PZB or the Business Development Board if you don't have a code or project name.

AHP Access Code Information

Please contact the Department of Housing & Economic Development at 561-233-3600 to obtain an access code.

WHP Access Code Information

Please contact the Planning Division Director at 561-233-5300 if you believe your project qualifies for expediting and you did not receive a WHP code and Project Name.

- 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.

! ERROR

BDB access code is invalid

! ERROR

AHP access code is invalid

! ERROR

WHP access code is invalid



- 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.

Special Permitting Category: Business Development Board (BDB) ⓘ Affordable Housing Project (AHP) ⓘ Workforce Housing Project (WHP) ⓘ

BDB Access Code: * How do I get BDB access code ⓘ

AHP Access Code: * How do I get AHP access code ⓘ

AHP For Sale Units: *

AHP For Rent Units: *

WHP Access Code: * How do I get WHP access code ⓘ

WHP For Sale Units: *

WHP For Rent Units: *

Value of Work: * \$ How to calculate value ⓘ

Net Square Feet: *

Project Square Feet:

Number of Units:

Number of Floors:

Further Description of Work: * ⓘ

ⓘ

- 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.

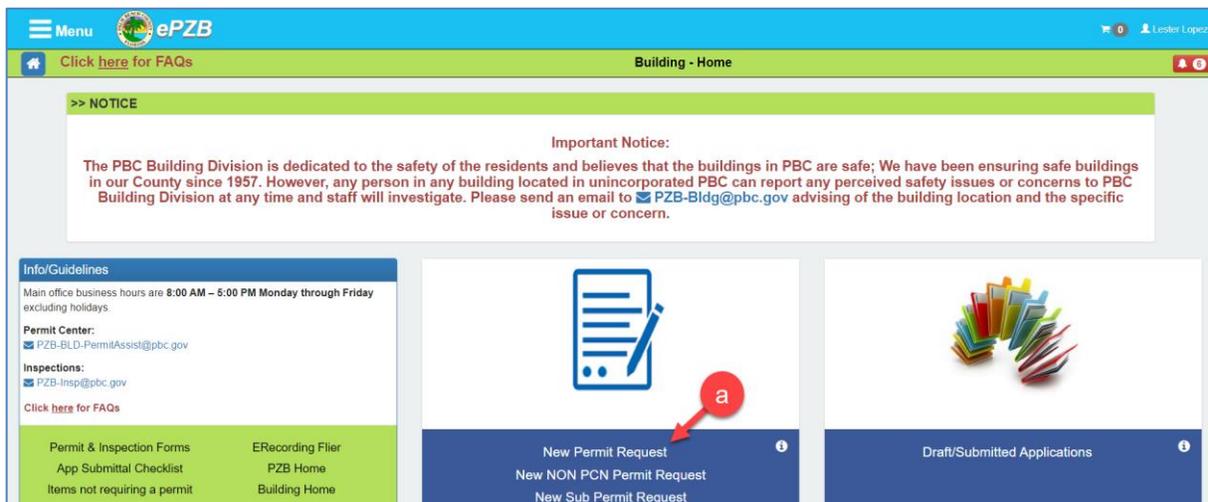


EPZB Building portal

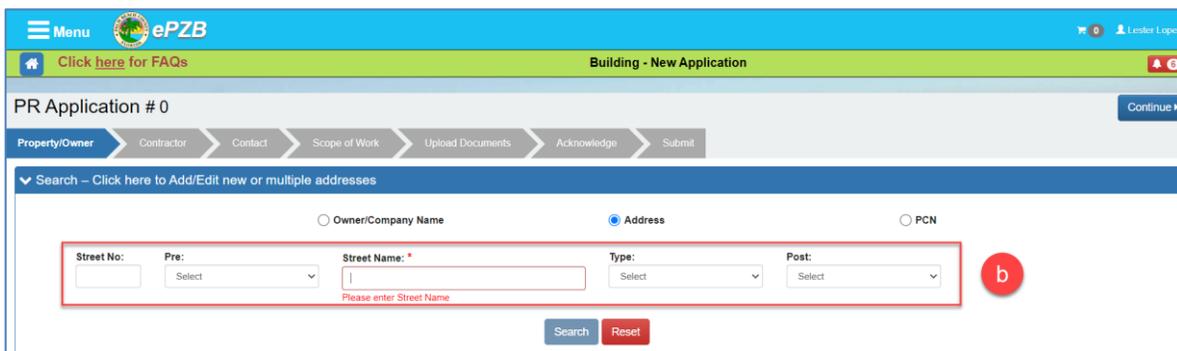
- c. Follow the onsite training requirements before starting a new project. Click [HERE](#) for more information.
- d. Start a new project and submit all your plan review documents.
- e. Once the plan reviewing process is completed on the SolarApp+ site, you will be provided with your approved plans 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+.





EPZB Building portal

- 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.



EPZB Building portal

- b. Add the Email and Work/Cell phone number for all owner records.
- c. Click the **Save** button when you are done.

Add/Update Owner

Owner Information

Select Property:
00-40-43-25-00-000-7560 -- 16279 E Aintree Dr, Loxahatchee, 33470

Owner (individual/company) information on record with Property Appraiser is displayed below. Do not edit this information if there is no ownership change. Documentation must be provided to support any name/company name change.

** Either the Company Name or the First and Last Name are required fields

HOA/Company Name **

Title: Select First Name: ** MI: Last Name: ** Suffix: Select

Work Phone: † Cell Phone: † 561-234-5678

† Either Work phone or Cell phone is required

Email: * owner@gmail.com Fax:

Address:

Country: UNITED STATES

Number: 16279 Fraction: Pre: E Street Name: * Aintree Type: Drive Post:

Apt/Bldg/Unit: Unit No: Building: City: * Loxahatchee State: * Florida Zip: * 33470-____

Save Cancel

- 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.

Title Holder *

Same as Owner

OR

Fee Simple Title Holder's Name: *

Address:

Country: UNITED STATES

Number: Fraction: Pre: Select Street Name: * Type: Select Post: Select

Apt/Bldg/Unit: Select Unit No: Building: City: * State: * Zip: *

Lessee

Does the property have Lessee? Yes No

Cancel Continue ▶



- 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.

The screenshot displays the 'PR Application # 580377' interface on the 'Contractor' tab. The breadcrumb trail includes: Property/Owner, Contractor, Contact, Scope of Work, Upload Documents, Acknowledge, and Submit. The 'Contractor' section features a 'Certification' dropdown menu. The 'Bonding Company' section has an 'N/A' checkbox, a name field, and a detailed address form with fields for Country, Number, Fraction, Pre, Street Name, Type, Post, Apt/Bldg/Unit, Unit No, Building, City, State, and Zip. The 'Architect/Engineer' and 'Mortgage Lender' sections follow a similar layout with 'N/A' checkboxes, name fields, license numbers, and address forms. At the bottom, there are buttons for 'Save & Complete Later', 'Cancel', 'Back', and 'Continue'.



EPZB Building portal

- 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.

The screenshot shows the 'Contact' tab of the EPZB Building portal. The 'Contact' dropdown menu is highlighted with a red box and a red arrow. The 'Continue' button is also highlighted with a red arrow.

- 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 screenshot shows the 'Scope of Work' tab of the EPZB Building portal. The 'Trade', 'Type of Work', and 'Category' dropdown menus are highlighted with red circles and arrows labeled 'a'. The 'Permit Description' dropdown menu is highlighted with a red circle and arrow labeled 'b', and the 'Solar-Photovoltaic (SolarApp+)' option is highlighted with a red circle and arrow labeled 'c'.

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.

The screenshot shows a 'Did You Know?' pop-up message. The message text reads: "You have selected Solar-Photovoltaic (SolarApp+) permit description, please upload SolarApp+ approved plans and inspection checklist in the next step to get a self-issued permit. Please click [here](#) to learn more about SolarApp+." There are two buttons: "Ok, I got it" and "Remind me later".

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

The screenshot shows a 'Did You Know?' pop-up message. The message text reads: "You can get a self-issued permit with SolarApp+ approved plans. Please click [here](#) to learn more about SolarApp+." There are two buttons: "Ok, I got it" and "Remind me later".



EPZB Building portal

- 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.

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.

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.

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.

- 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.



- 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.

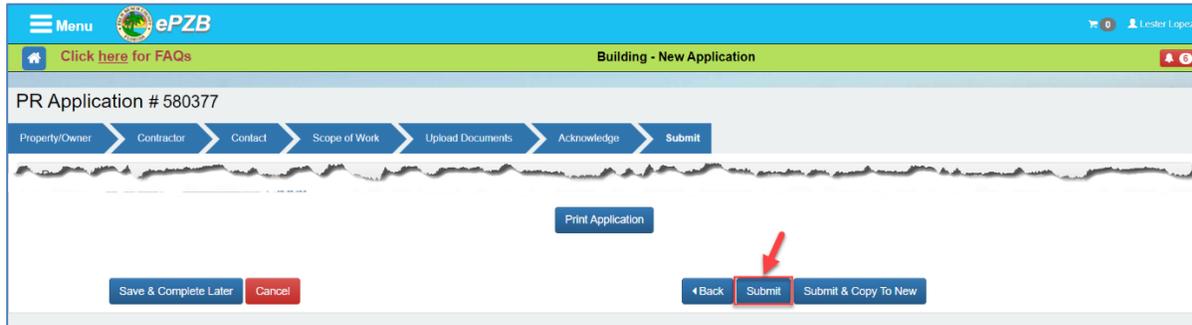
- a. You must have **2 physical copies** of the **SolarApp+ inspection checklist** on site at the time of inspection. Failure to have 2 copies will result in an automatic inspection failure, and may result in additional fees. Make sure to acknowledge by selecting the checkbox next to this warning information. 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.

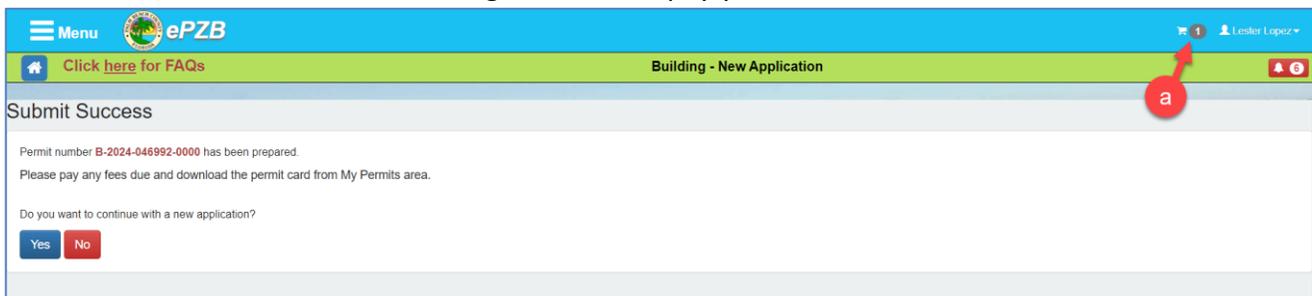
- a. Click **Continue** to View a Summary of your application.

EPZB Building portal

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.