

BUILDING DIVISION



Planning Zoning & Building Department

2300 N. Jog Road
West Palm Beach, FL 33411

ARE YOU AN OWNER BUILDER?

When you act as your own contractor, you must:

- ▶ Directly perform or supervise the construction work being performed on your property,
- ▶ Possess technical knowledge to personally supervise all permitted work, if not performed by a licensed contractor,
- ▶ Ensure that people employed by you, have licenses, worker's compensation, and insurance required by State Law and by County licensing ordinances, and
- ▶ BEWARE of unlicensed contractors who insist that you apply for permits. Otherwise, you must deduct F.I.C.A., withholding tax and provide worker's compensation. Without worker's compensation insurance, you could be held liable for injuries that occur on your property that are not covered by your homeowner's insurance policy and be responsible for thousands of dollars in medical bills.

OWNERS WHO AID UNLICENSED PERSONS MAY FACE FINES UP TO \$5,000!

Should you choose to apply as an owner builder, please do so online. Scan the QR code below to create a portal account and get started today or visit www.pbcgov.org/epzb. Online permit applications are processed faster and corrections, revisions, renewals and inspections can also be scheduled using the online portal. However, you are required to appear in person to present identification and sign the applicable documents at any time during the process and before the permit can be issued.

Save Time Apply Online

**Scan the QR Code
to get started or visit
<https://www.pbcgov.org/epzb>**

Interested in utilizing or knowing more about the Online Portal, please contact the Permit Center Customer Service staff at **PZB-BLD-PermitAssist@pbcgov.org** or **561-233-5100 - Press 1, then ***

#PermitUs2PermitU #SaveTimeApplyOnline
#StayHomeStaySafe



SCAN ME



Palm Beach County
Board of County Commissioners

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Please call the Palm Beach County Building Division at 561-233-5100 and utilize the following options to contact the specific Section.

Permit Issuance – Press 1, then Option 1

Plan Review Help Desk – Press 1, then Option 2

Permit Tracking – Press 1, then Option 3

Inspections & Inactive Permits – Press 1, then Option 8

Online Portal Assistance – Press 1, then *

Email: PZB-BLD-PermitAssist@pbcgov.org



SCAN ME

**Need to apply for a permit?
Please apply on our online portal:**

<https://www.pbcgov.org/epzb>

NOTE: Online application submittal and related permit services are available to Owner Builders acting as their own contractor. Owner Builders can file plans electronically. However, they are required to appear in person to present identification and sign the applicable documents at any time during the process and before the permit can be issued.
See reverse side for details.



Palm Beach County
Board of County Commissioners