

If any of the building's components are covered or otherwise inaccessible to County inspectors, the architect or engineer will need to conduct inspections, through whatever means are necessary, including "forensic investigation" that may require uncovering work in order to certify all components and services to be in compliance with all County and State codes. This certification may be required prior to issuance of the permit.

Building Division staff will make, at a minimum, the required final inspections even with the appropriate certifications from the design professional. Other inspections may be required depending on the specifics of your case. Discuss this matter with the plans examiner or inspector assigned to your permit. If the County inspector finds any code violations, the inspection will fail until the necessary corrections are made, or until the architect or engineer has otherwise addressed the violation.

Although a homeowner can act as his or her own contractor, the Building Division strongly recommends that you engage the services of a licensed contractor to assist you in this process, and to make any necessary corrections. Experience has shown that considerable time is saved using professionals. (This is important, considering the fines which may be imposed.)

Since bringing the violation up to code can be costly, you may wish to consider abating your violation through removal or demolition. The Building Division can assist you before you make application or before you consult a professional.

You may schedule violation pre-inspections at 561-233-5101. There is a fee of \$75.00 per trade that must be paid in advance for this service, and although the inspector cannot do design work or develop a punch list, he can advise of obvious code and possible setback conflicts, subcontractor permit requirements, etc., to allow you to make a better informed decision of appropriate action.

The Permit Center hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., except holidays. The last sign in for Permit Application is 4:30 p.m.

The South County Office is open for pick up and drop off services only. The hours of operation are Monday and Thursday only from 8:00 a.m. - 12:00p.m.
and
1:00p.m. -5:00 p.m.



Palm Beach County Board of County Commissioners

Main County Office
2300 N. Jog Road
West Palm Beach, Florida 33411
561-233-5101

South County Office
345 S. Congress Avenue, Suite 102
Delray Beach, Florida 33445
561-276-1284

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CODE VIOLATIONS PERMIT PROCESS

**A Guide to Correcting
Construction and Renovations
Commenced without
Permitting**



**Planning, Zoning &
Building Department**

**Building Division
561-233-5100**

The following information is to help clarify the permit and inspection process required to rectify improvements made to your property without the required permits.

In order to protect the health, safety, and welfare of the property owner, any future occupants or property owners, as well as the general public, Florida Statute and local ordinances require that permits be obtained prior to erecting, altering, constructing or installing buildings, structures or service systems. In addition, the law requires that the construction be inspected at specified phases by qualified personnel to assure compliance with the required Building and Zoning regulations.

CODE ENFORCEMENT

If you are attempting to obtain a permit on an improvement, in response to a notice of violation, the Building Division recognizes that you are under a deadline to bring the property into compliance. ***Compliance means the appropriate permit, as well as passing all required building inspections.*** The Building Division staff will try to respond to your permit application in a timely fashion. However, please recognize that it is your responsibility to obtain the appropriate permits, required inspections, and Certificate of Completion or Occupancy within the time allocated by the Code Enforcement staff or Code Enforcement Special Magistrate.

Code Enforcement staff are aware of the time required to obtain a permit for a particular improvement. They will give you adequate time to comply, but it is important that you begin to take immediate steps to correct your violation(s). Often times, the permitting process is a complex issue so it is important that you address your violations as quickly as possible. Typical permitting turnaround times can only be relied on for improvements that

have not yet been constructed and that have applications accompanied by complete, correct plans and permit documents.

If you encounter unforeseen difficulties, it is important that you communicate this information to the Code Enforcement officer responsible for your case.

Remember that your improvement is not typical, and in all likelihood you have not yet had the necessary plans prepared. Further, structures built in violation without permits and inspections create the need for additional documentation and review. By their very nature, they will take longer to process for permit than other applications. In addition, permit fees for violations are computed at four times that of standard permit fees.

It is possible that the violation, which exists on your property, was there when you purchased the property, was constructed by an individual who misled you, or was constructed by an individual who was unaware of code requirements. The fact that you may not have created the violation yourself does not relieve Code Enforcement staff from their responsibility to seek compliance from you as the property owner. If you believe you have been defrauded, Code Enforcement staff will be able to assist you in contacting our Contractor Certification staff for possible action. When assessing permit fees, consideration is given as to who actually created the violation.

PLANS & PERMITS

At the time of permit submittal, you are required to submit plans and other documentation to the Building Division. Checklists are available at the permit counter to inform you or your representative of the minimum documentation and plan

requirements for submittal of typical new construction. Violations are type 7, but the checklist relevant to each individual permit varies with the scoped work.

At a minimum, you will have to submit these documents and construction plans to obtain permits. The code makes it necessary for many improvements to be designed by a professional architect or engineer, licensed in the State of Florida. In addition, because your improvement was constructed or installed without being inspected during construction, you have an added burden.

Any component(s) of the work that is covered, enclosed or otherwise inaccessible (and that typically required an inspection) will necessitate the services of a design professional. The design professional must certify those components for compliance with all State and County codes, as well as compliance with the “as-built” drawings prepared by the professional.

“As-built” drawings must provide the typical details and minimum information required by Palm Beach County and the Florida Building Code. They must also identify code deficiencies on the plan and proposed corrections.

If the property is under violation by the Code Enforcement Division, a copy of the notice of violation must accompany the application.

INSPECTIONS/ CERTIFICATIONS

To abate your violation, it will be necessary for you to schedule and pass the appropriate building, plumbing, electrical, and mechanical inspections pertinent to the work that was performed.