

A red arrow graphic pointing to the right, positioned on the left side of the page.

ePZB Portal Basics

A simple how-to guide



Overview

Permit Center

Mission Statement

To ensure life and property safety within our community and in the built environment through efficient and effective administration of the enacted building codes, and by taking a leadership role in code development and education.

- ❖ Multiple Stage Review Process
 - ❖ Permit Tech – Confirms all plans conform to the [Unified Land Development Code](#)
 - ❖ Plan Review – Confirms all plans conform to the [Florida Building Code](#)
 - ❖ Inspection – Confirms all projects are built according to the submitted and approved plans.

It is our goal to continue protecting the public by ensuring safe design and building practices. Completing a project without a permit is not only unsafe but it lowers property value, causes problems during the sales process, and leaves the property owner at risk for any liability.



Accessing the Portal

- ❖ Accessing the portal is just a few clicks away from the Palm Beach County home page.

- 1. Access www.pbc.gov (we recommend using latest browsers like Chrome, Firefox, & Edge)
- 2. Select “Departments” in the header bar
- 3. Scroll down to and select “Planning, Zoning, Building”
- 4. Located on the right is the ePZB Interactive portal.

Do I need a permit?
Click here to find out!

What Permit Application Types
I can apply for?
Click here to find out!



[Click here to access the online portal](#)

Click here
→



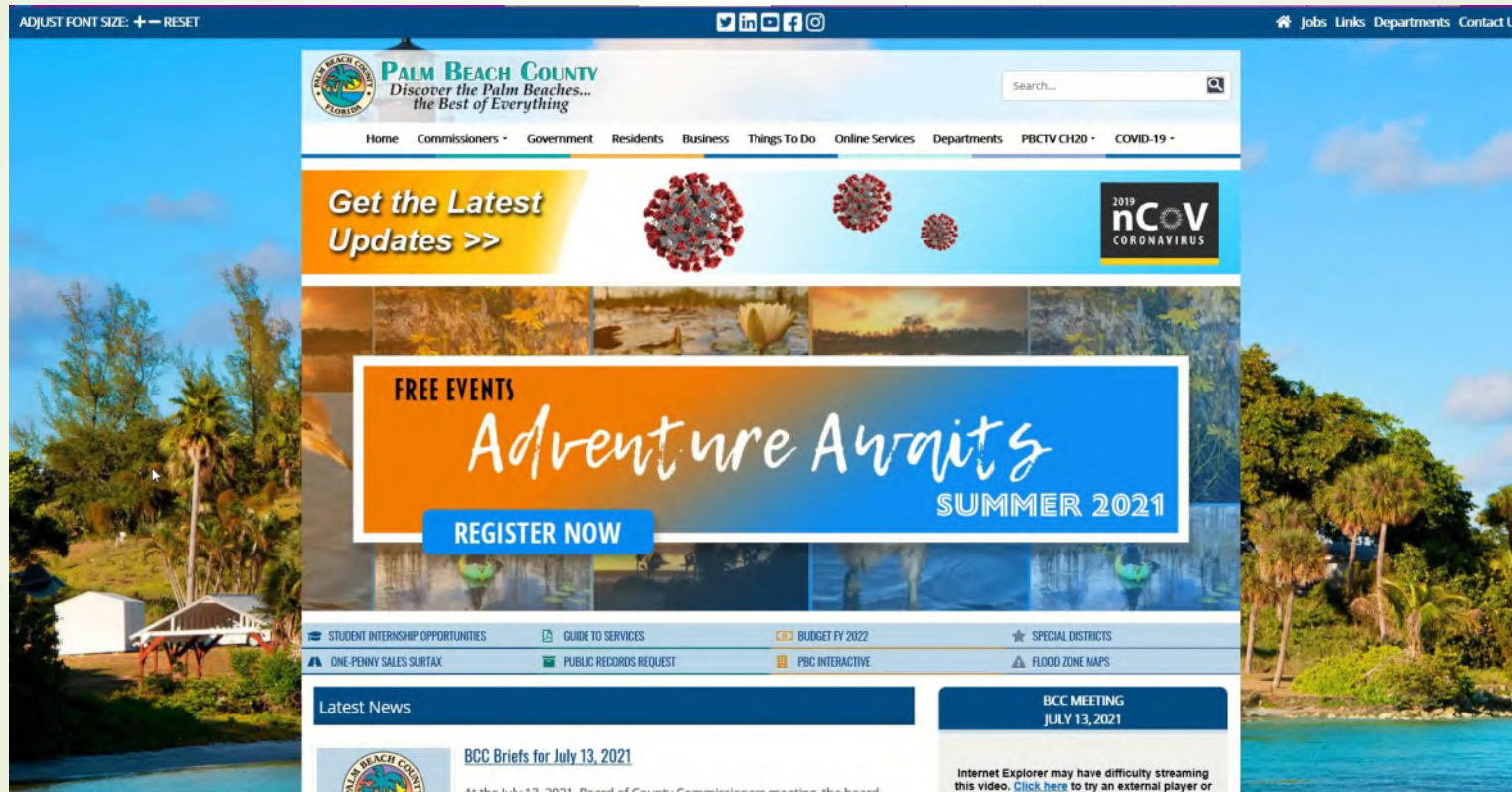


Accessing the Portal

Did you know...

Applying online allows your documents to be reviewed by multiple agencies at the same time!

You can make corrections, revisions and print your docs from home!



**ONLINE
PORTAL
ACCESS
HERE!!**

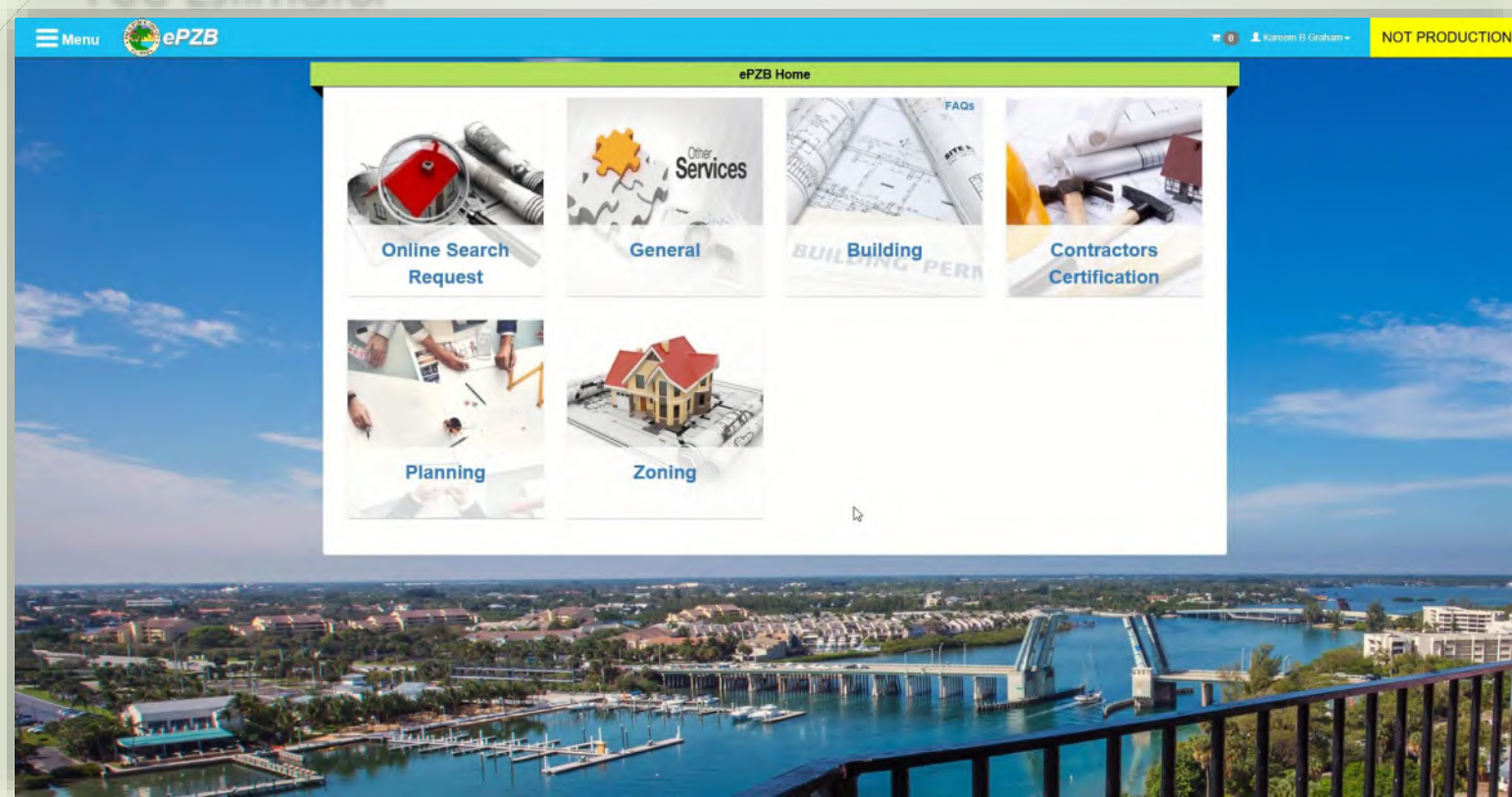
- ❖ There are some other useful links such as the Application Submittal checklist which provides information on what documents are needed to submit a permit application.





Inside the Portal

Fee Estimator



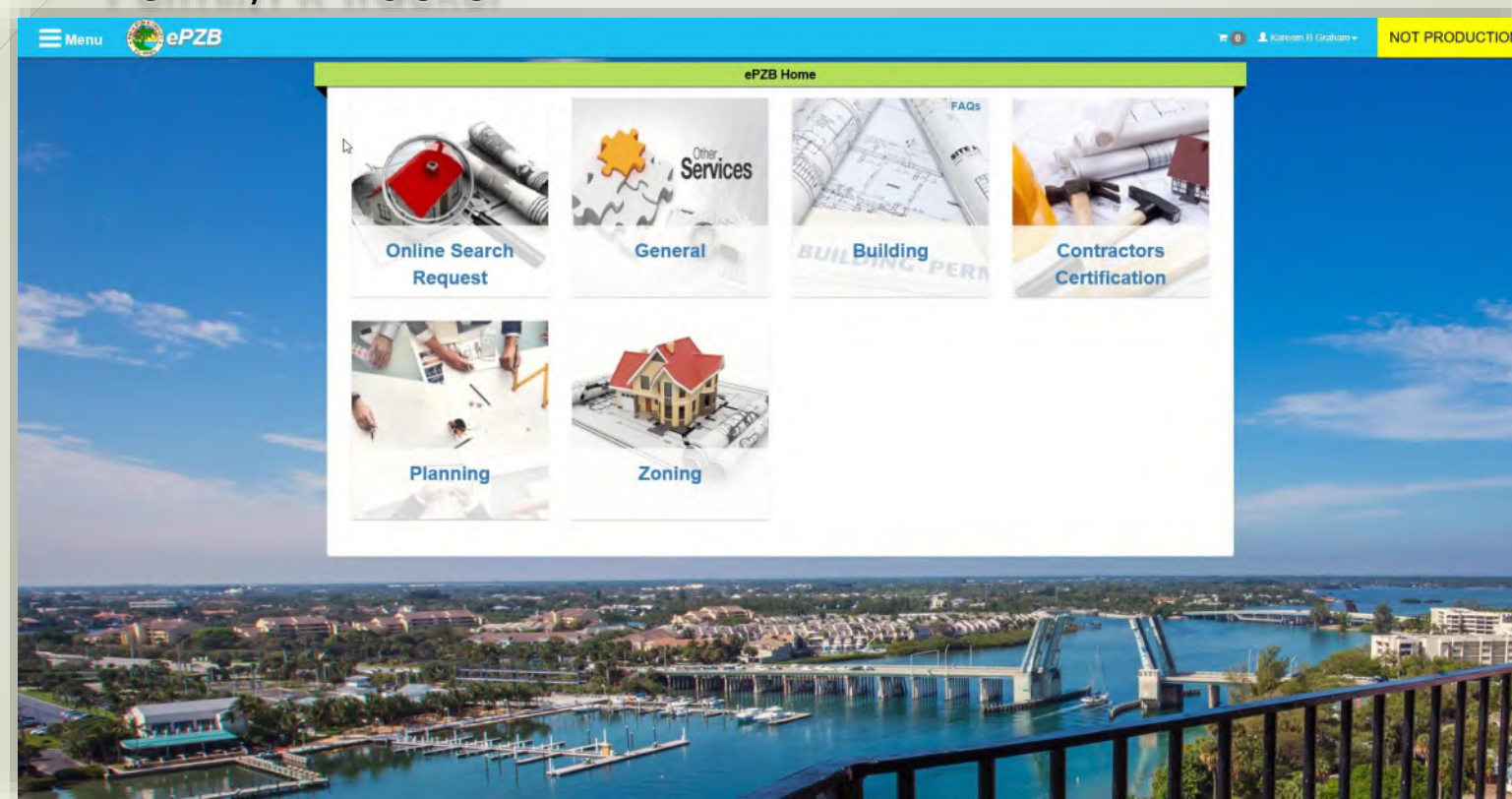
❖ Application fees vary permit to permit so we created a Fee Estimator to help you determine estimated permit application costs.



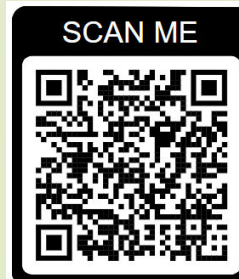


Inside the Portal

Permit/PR Tracker



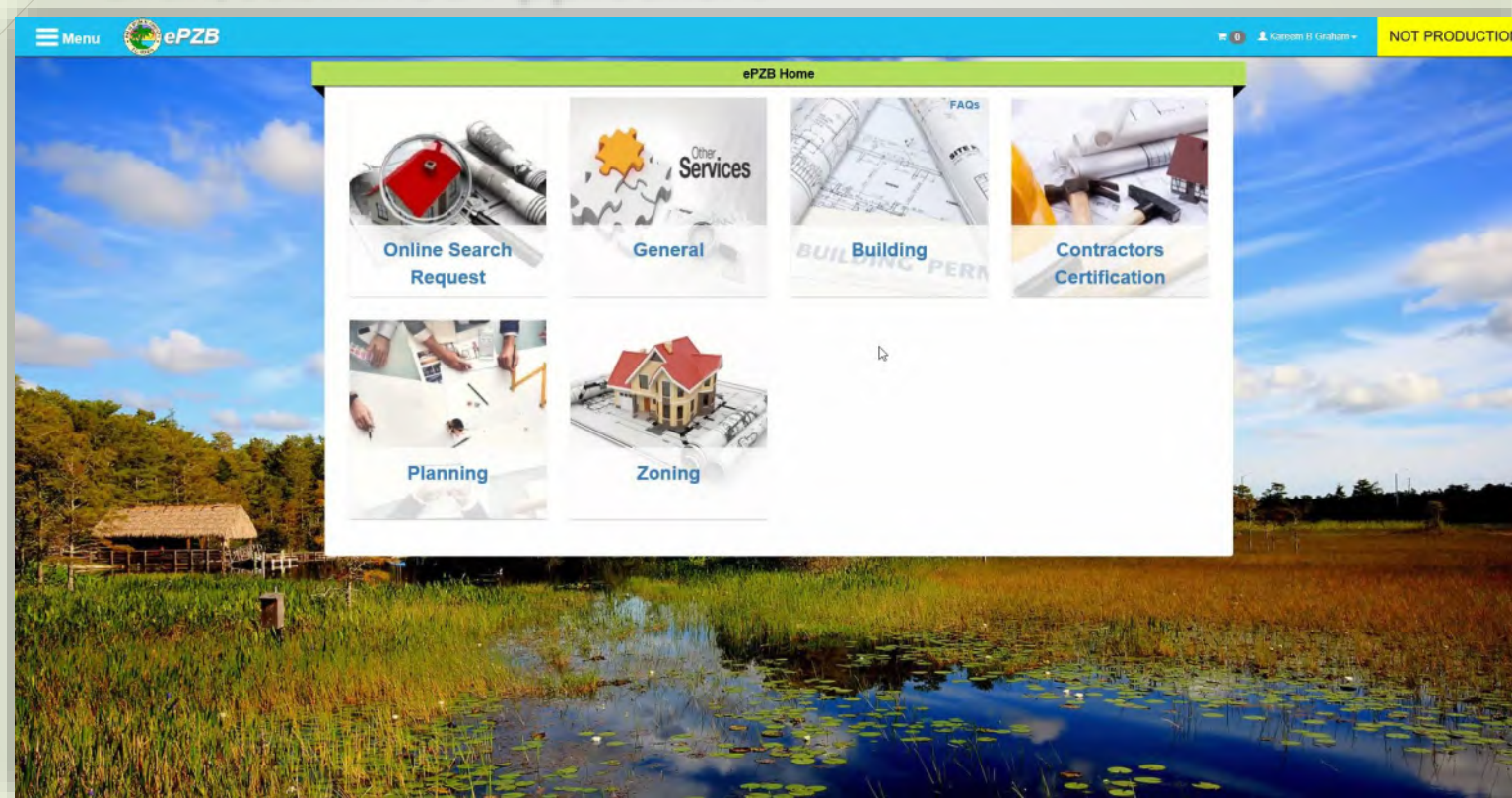
- ❖ Once a permit application is accepted for review you can access the PR tracker to keep up to date with its review status.





Inside the Portal

Draft/Submitted Applications



❖ Completed applications are reviewed to ensure they have sufficient paperwork. Those applications will be in the Waiting Acceptance Box.

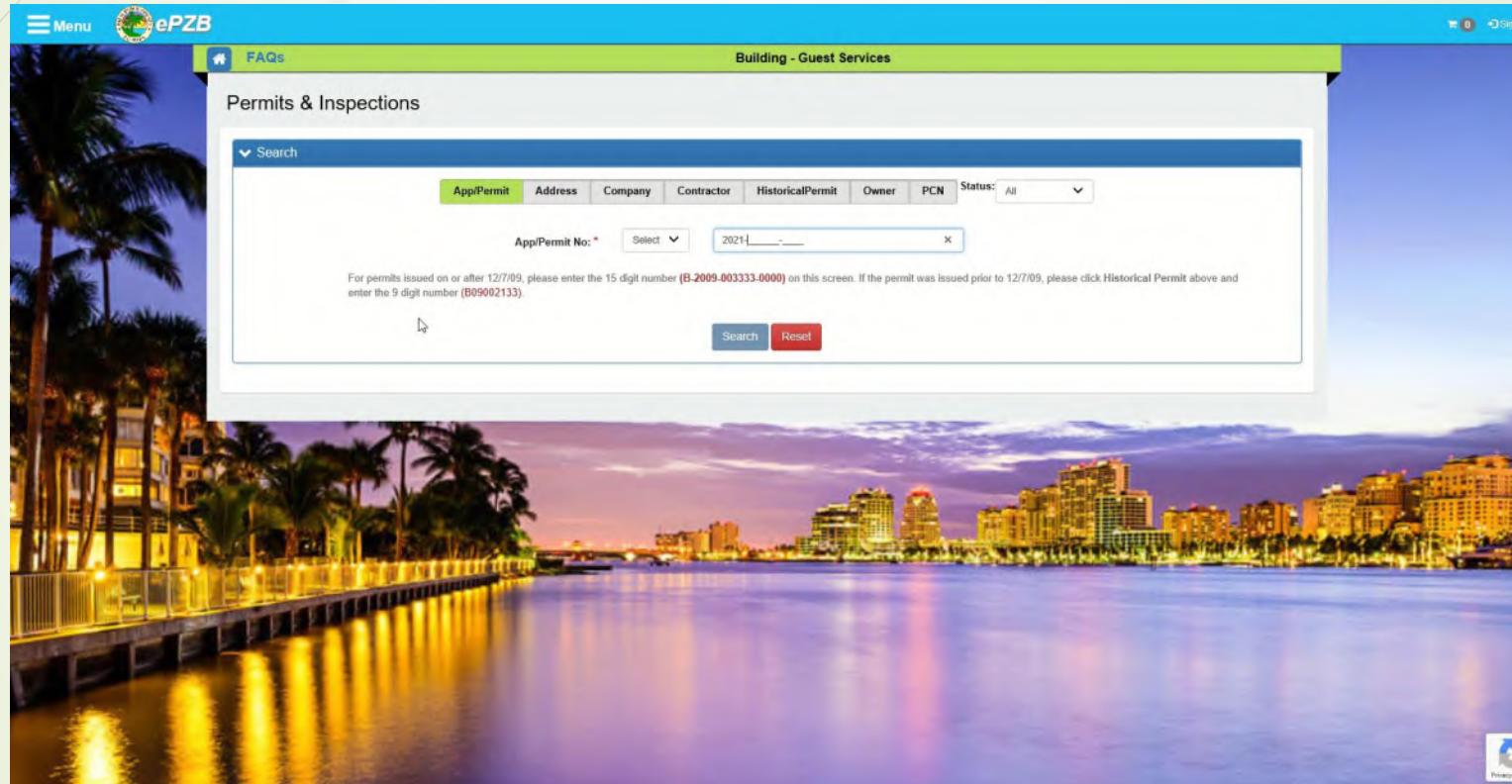
❖ If you save a permit application for later it will be moved to your draft applications box until completed.





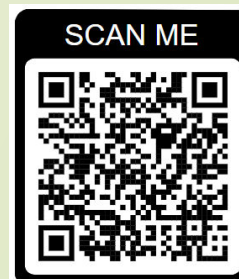
Inside the Portal

Scheduling Inspections



❖ Once your inspector is assigned their phone number will be available to you. Call the morning of your inspection to confirm your timeframe.

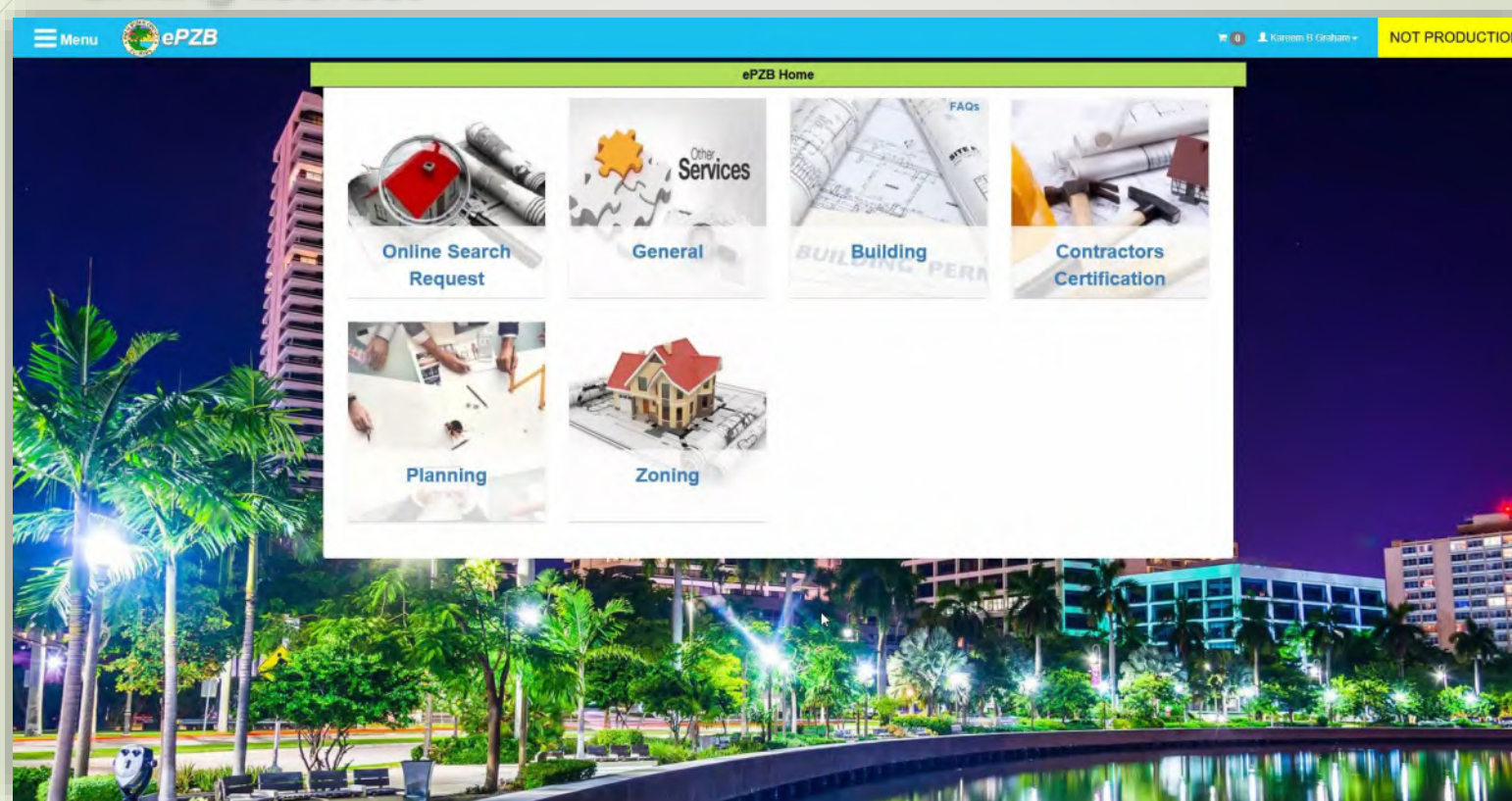
- ❖ The final step of any permit is to pass inspection.
- ❖ Only the Contractor specified on the permit application can schedule inspections on a permit using their ID/PIN.





Inside the Portal

Linking licenses



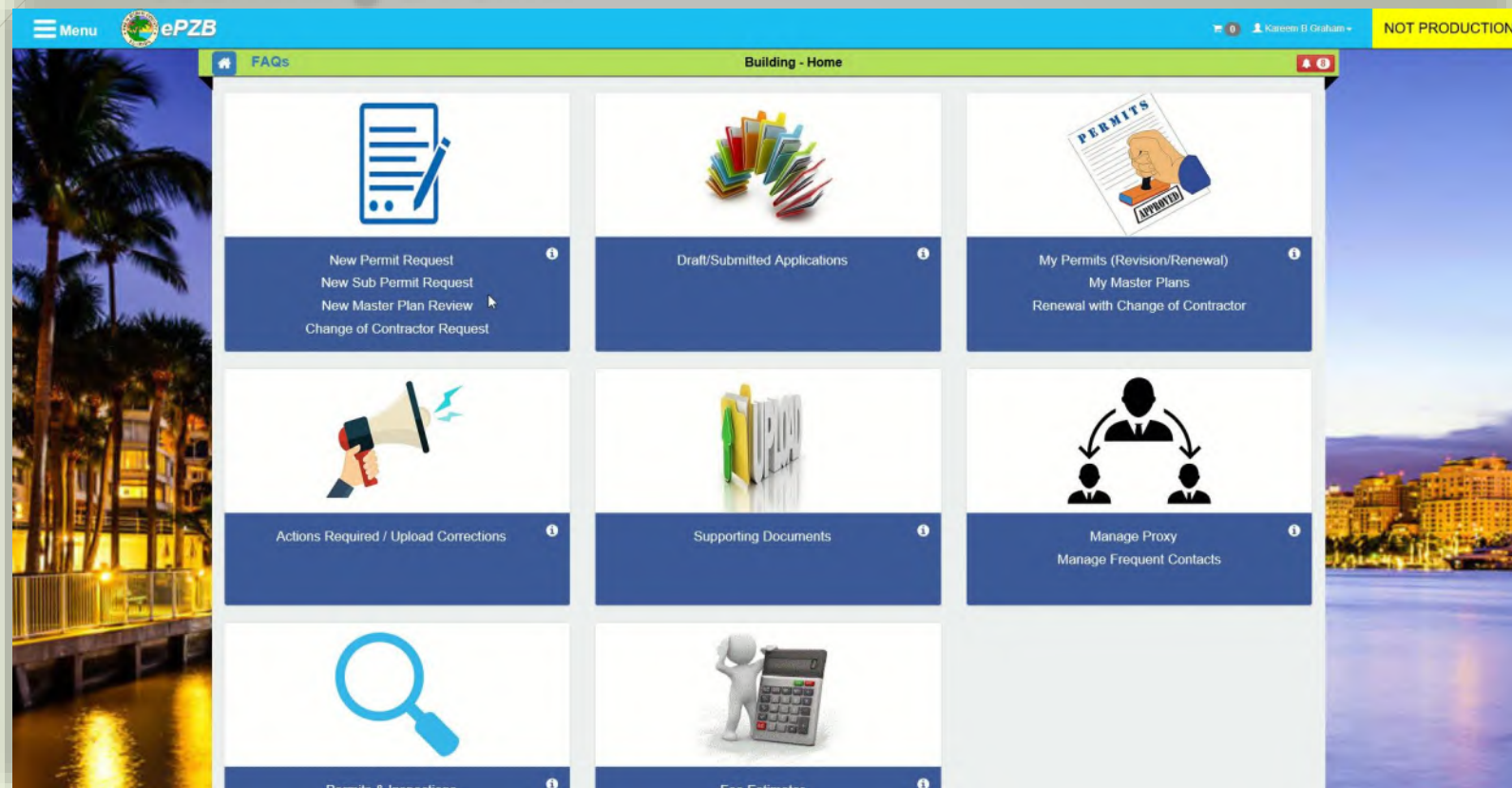
- ❖ Contractors should immediately link their licenses to their profile.
- ❖ Owner-Builders can begin submitting permit applications once logged in.





Basic Functions

Submitting a Permit



**CHECK OUR
FAQ PAGE FOR
STEP-BY-STEP
INSTRUCTIONS!**

[ePZB FAQ's #1](#)

- ❖ If you are a contractor and you see the owner/builder option you must link your license(s) to your profile.
- ❖ Contractors can add Proxy's who are able to prepare applications using their licensing.

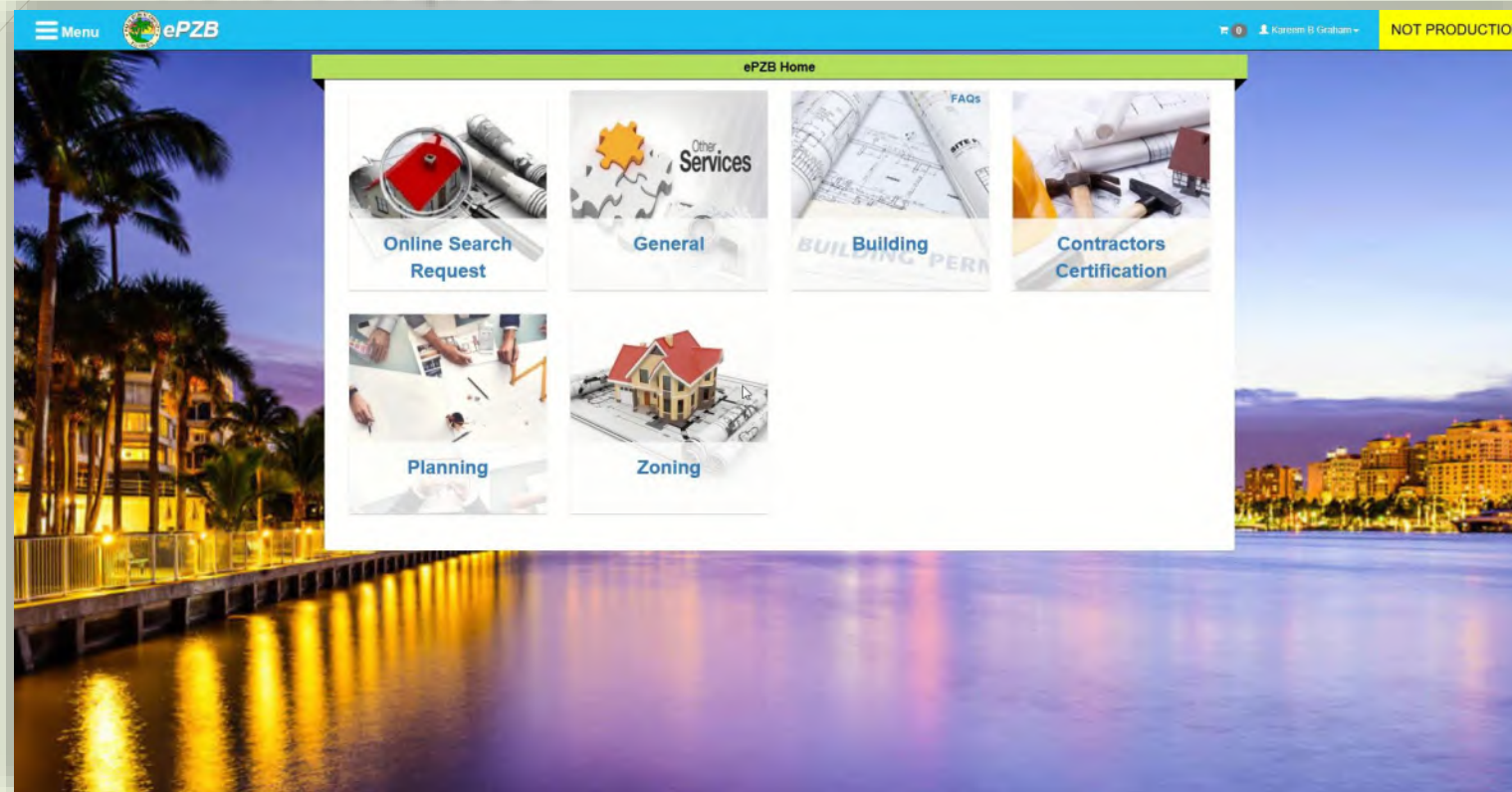
SCAN ME





Basic Functions

Actions Required



❖ When responding to comments you must type in each box.

❖ You can replace an old document or add a new one depending on the comments of the reviewer.

[ePZB FAQ's #8](#)

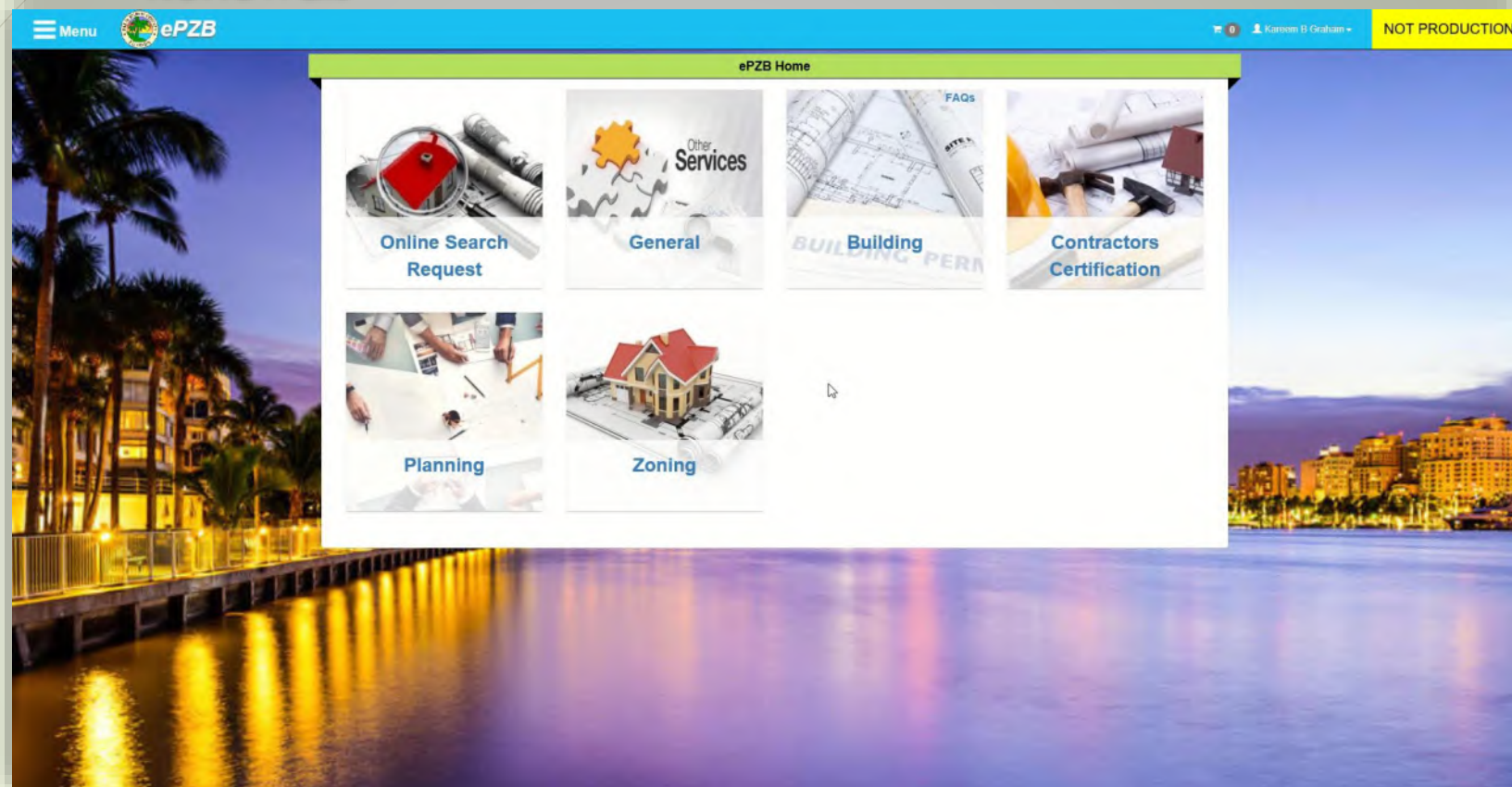
- ❖ Once submitted, applications cannot be changed unless sent back by a reviewer.
- ❖ If an application requires **any** action to be taken it will be moved to your "Actions Required" box.
- ❖ You must respond to all comments at one time. If you have questions for your reviewer please call or email.





Basic Functions

Renewals



[ePZB FAQ's](#) #6

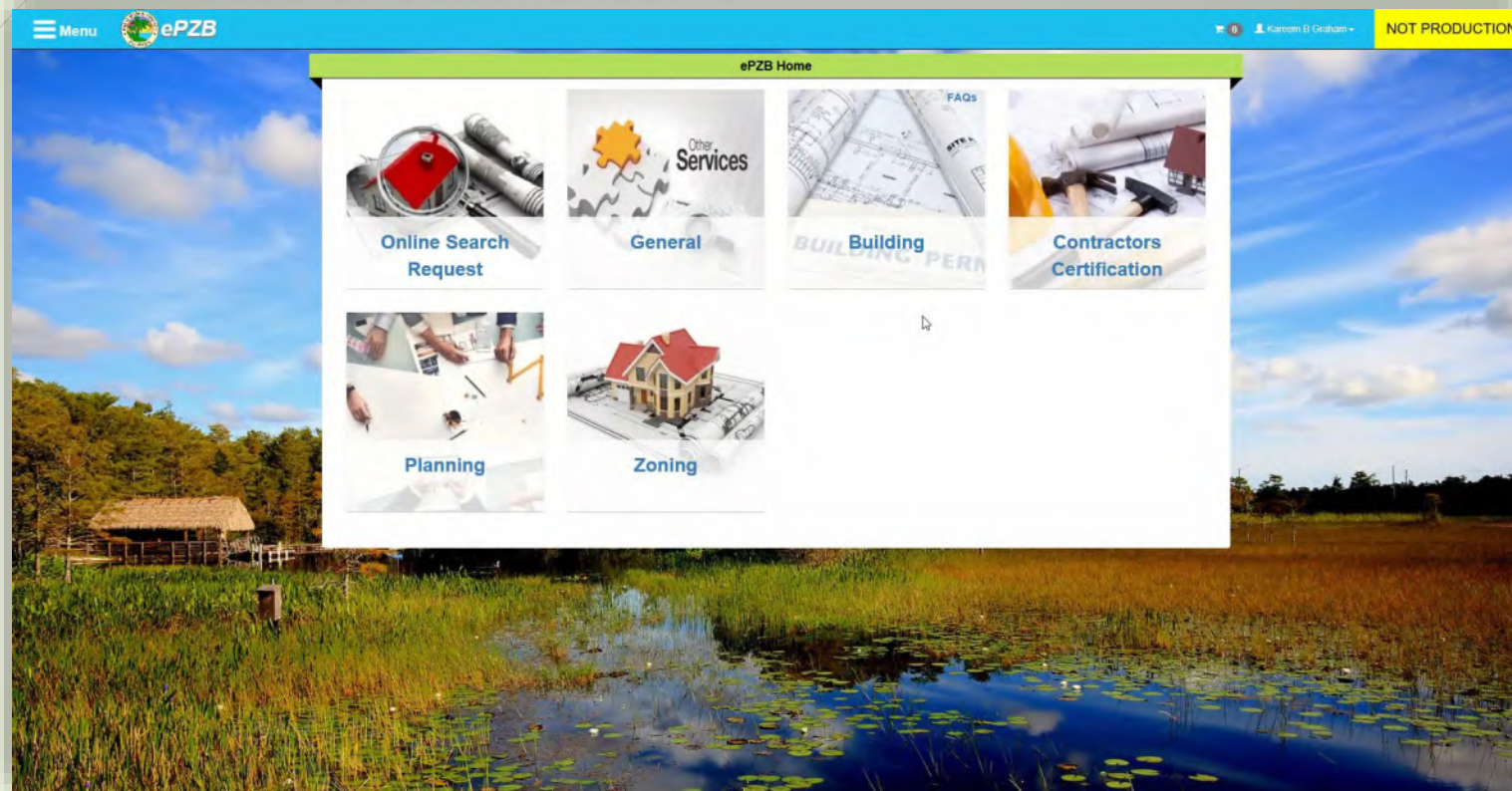
- ❖ Inactive permits can be renewed online by **anyone**.
- ❖ If renewed within 180 days of becoming inactive, renewals are approved immediately.
- ❖ If Inactive for greater than 180 days the original approved plans must be uploaded along with your renewal request. You can obtain copies from Records at pzbrecords@pbcgov.org





Basic Functions

Notice of Commencement



ePZB FAQ's #9

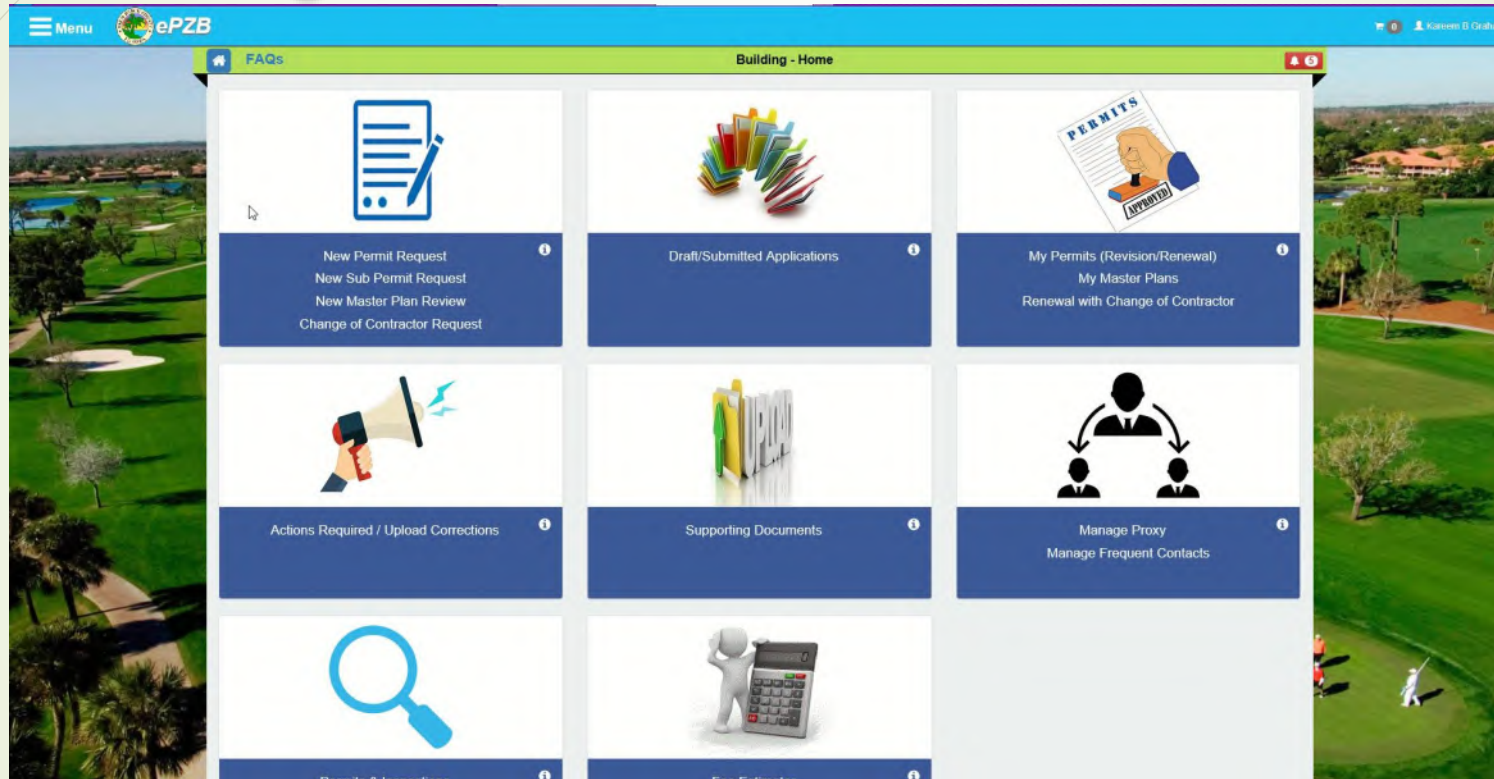
- ❖ NOC's must be uploaded before you can schedule inspection.
- ❖ After a permit has been accepted the system determines whether or not you will need a NOC.
- ❖ NOC's should not be submitted as a part of the original permit documents.





Basic Functions

Printing Your Permit



[ePZB FAQ's #12](#)

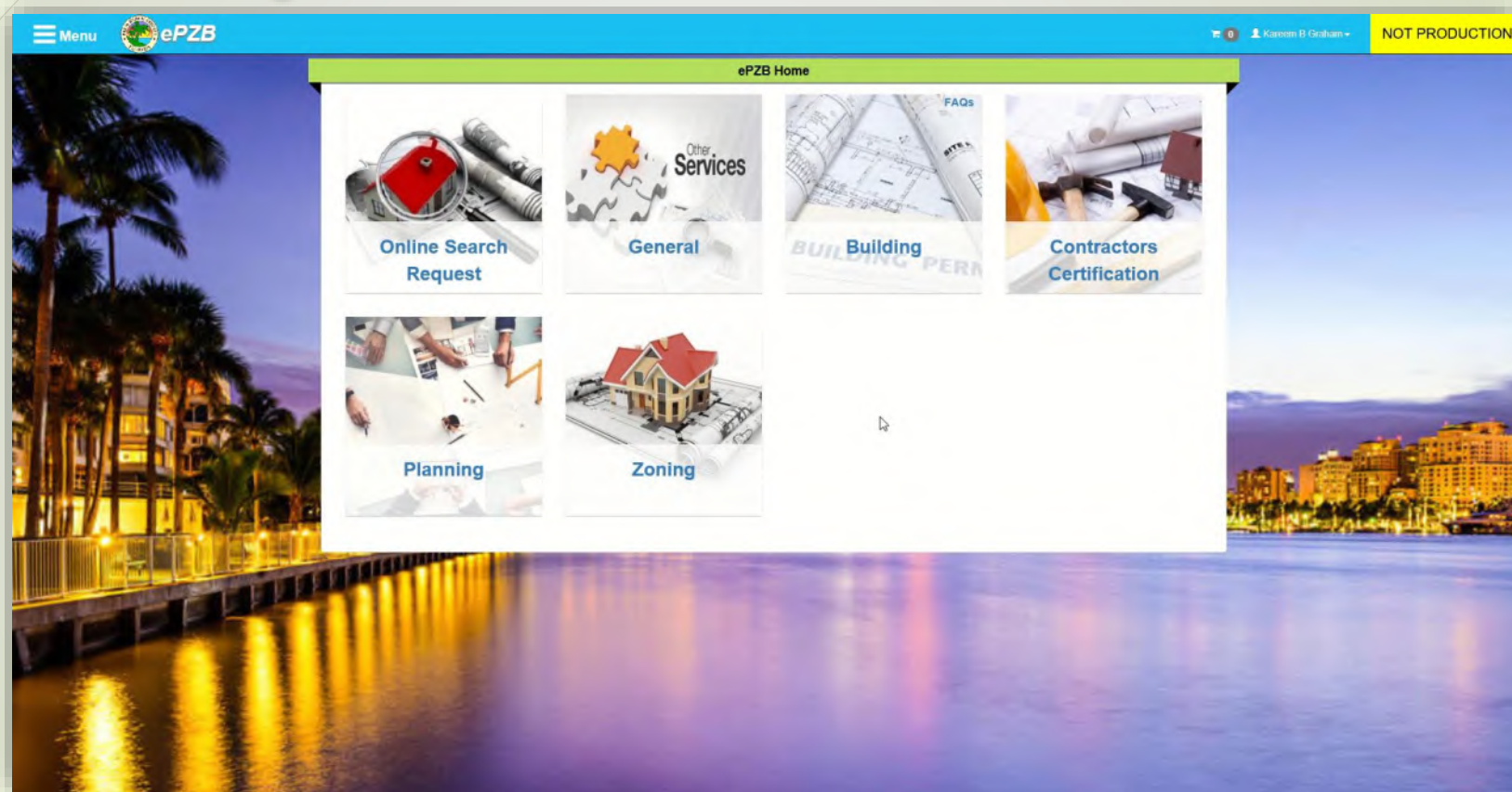
- ❖ Permit Documents can be downloaded and printed from the comfort of your home.
- ❖ All approved documents should be posted for your inspector.





Contractor Functions

Change of Contractor



ePZB FAQ's #26

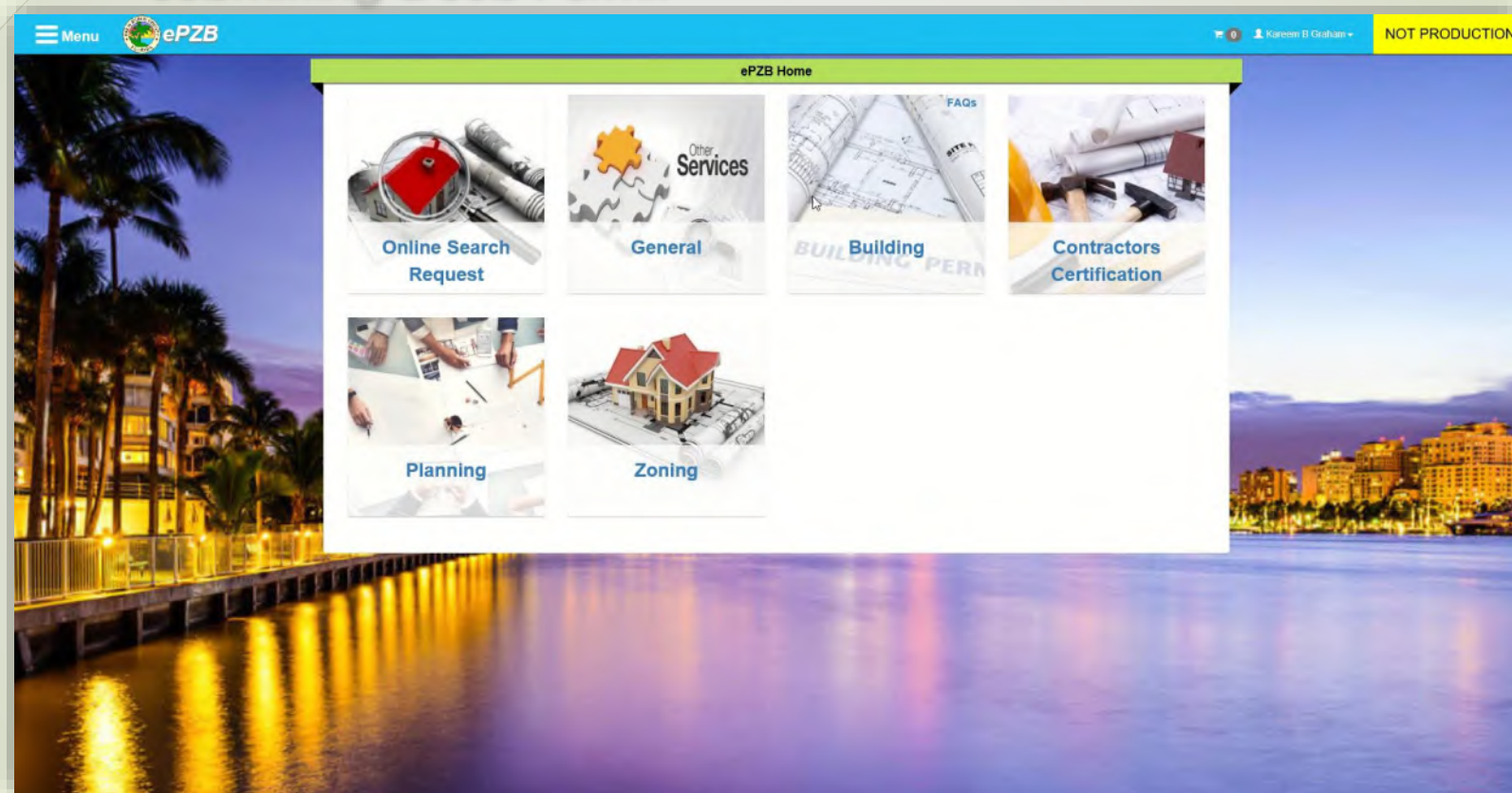
- ❖ Only licensed contractors can apply for CoC online.
- ❖ Owner builders must submit in person.
- ❖ A Change of Contractor form needs to be uploaded along with your request.





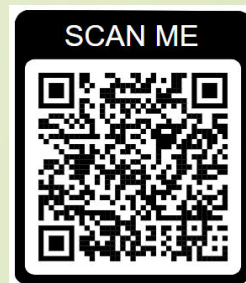
Contractor Functions

Submitting a Sub Permit



[ePZB FAQ's](#) #4

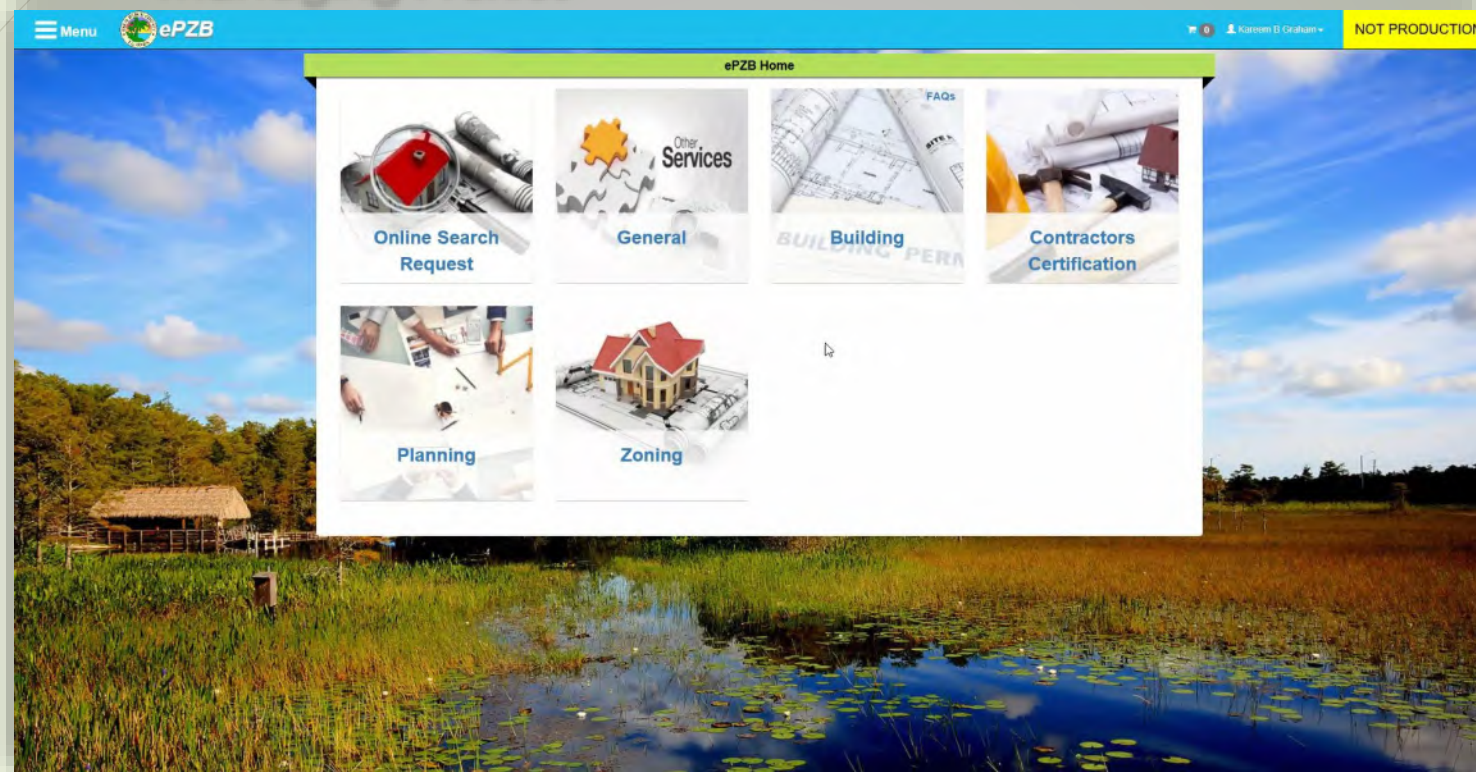
- ❖ Only licensed contractors can apply for Sub Permits online.
- ❖ Sub contractors must apply using their own ePZB portal.
- ❖ No signature sheet is issued for Sub Permits.





Contractor Functions

Managing Proxies



[ePZB FAQ's](#) #11

- ❖ Permit runners should be made a proxy by their contractor.
- ❖ Contractor proxies can prepare unlimited amounts of permits until removed as a proxy.
- ❖ Application proxies can only prepare a single application before their privileges are revoked.
- ❖ All permit applications prepared by a proxy must be submitted by the qualifier using their portal.





Helpful Tips

Before Submittal

- ❖ The Application Submittal Checklist will guide you to all documents needed to submit a complete permit application.
- ❖ The Palm Beach County Property Appraiser is available to the public and provides all property information including municipality. [Click here to access PAPA](#)
- ❖ **All** permits should be submitted online.
- ❖ Owner/Builders can submit their permit online but must appear in person to sign the Owner/Builder Affidavit.
- ❖ Contractors should be registered within Palm Beach County. Contact pzbccert@pbc.gov to update your contractor information.
- ❖ Signatures should be notarized, NOC's should be recorded **and** certified, NOA's should be up to date, Site Survey's are valid for 1 year.

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Helpful Tips

In Process

- ❖ Use the PR Tracker to keep up to date with your permits status.
[Click here to track your permit!](#)
- ❖ If any action is required you will be notified via the notification bell icon.
- ❖ You cannot respond to comments while your permit is being reviewed.
- ❖ Sub-Permits can only be applied for after the Master permit has been approved.





Helpful Tips

After Approval

- ❖ If your Permit is in the “Active” status its documents can be printed online.
- ❖ All fees must be paid before permit documents can be printed.
- ❖ Revisions, Renewals, and Inspections are done online through the portal.

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