

TROPICAL BREEZE ESTATES

New Home, Renovation and New Construction

This application must be submitted and reviewed and any required Palm Beach County permits must be obtained prior to starting any type of construction. If construction begins before permits are obtained, TBE will notify Palm Beach County (PBC)

DATE: _____

NAME: _____

STREET ADDRESS: _____

HOME PHONE: _____ MOBILE PHONE: _____

Are you using a contractor? _____ If yes, name of contractor: _____

Please describe in detail the work to be completed along with drawings and measurements.

Please attach an additional sheet if necessary. Please attach a drawing of the work to be completed. See reverse side for property easement information.

Owner Signature: _____ Date: _____

All renovations and new construction must meet all Rules and Regulations of Tropical Breeze Estates and comply with all Palm Beach County regulations regarding permits. If a permit is required for the project, a copy must be provided to the TBE office with this form.

I (We) have been informed by the Development Director (or his designated committee member) that it is the responsibility of the homeowner(s) to contact Palm Beach County – Permits Department, to verify if a permit is required for the work to be completed at their home in Tropical Breeze Estates, Boynton Beach, Florida.

Homeowner: _____ Date: _____

Please contact the Development Director with any question(s) you may have regarding this process.

Please return the completed form to the TBE Office.

Below for Office Purposes Only

Reviewed by _____ Date: _____

Allowed Not Allowed Hold for copy for PBC permit

TROPICAL BREEZE ESTATES

New Home, Renovation and New Construction

This application must be submitted and reviewed and any required Palm Beach County permits must be obtained prior to starting any type of construction. If construction begins before permits are obtained, TBE will notify Palm Beach County (PBC)

PALM BEACH COUNTY EASEMENT GUIDELINES FOR TROPICAL BREEZE ESTATES

Northern Pines Section (West of Astor Road)

15' from right of way (street)
15' from each street on corner
6' from property lines
10' from rear property lines

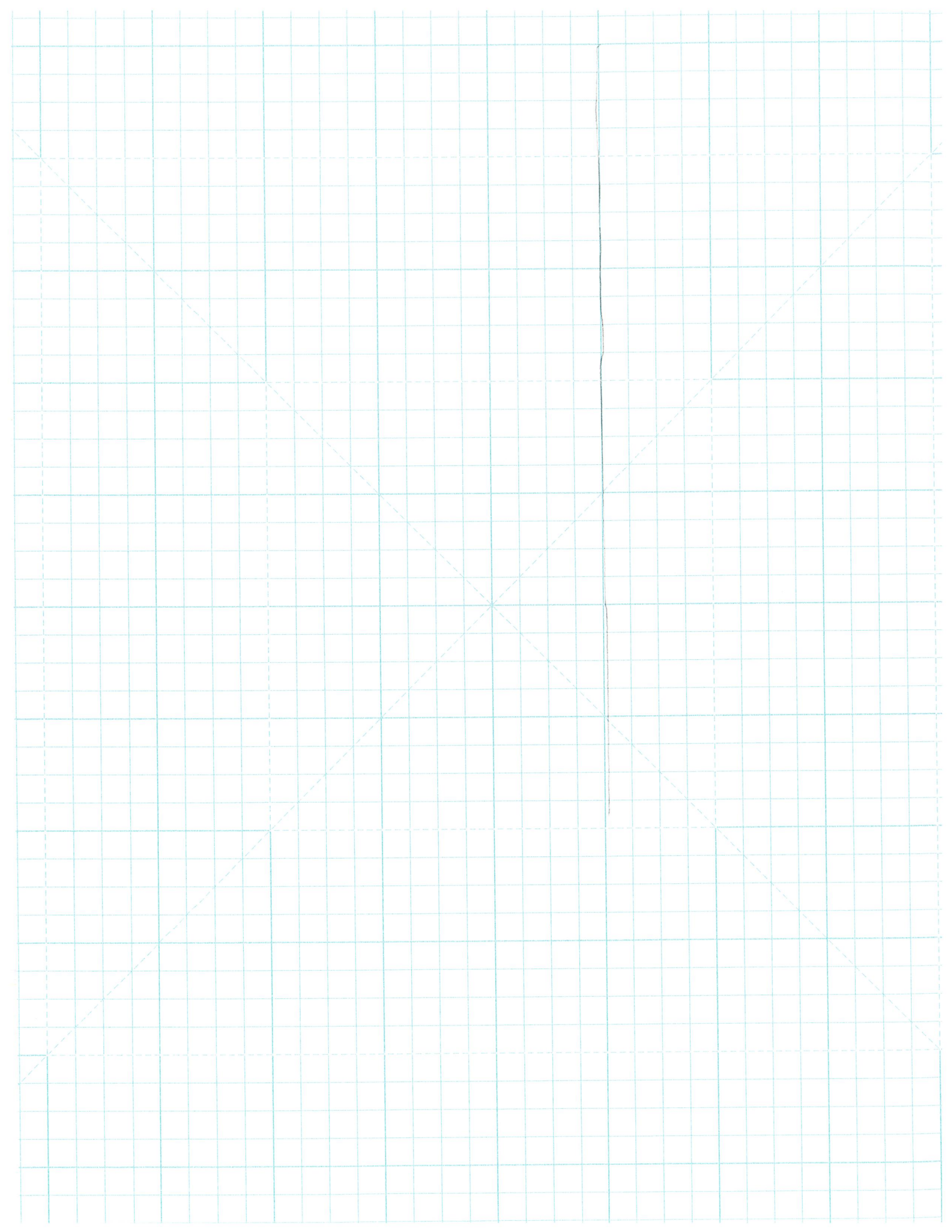
Tropical Breeze Estates Section (East of Astor Road)

15' from right of way (street)
15' from each street on corner
7-1/2' from property lines
10' from rear property lines

The setback limitations and easements must be verified with Palm Beach County. The setback limitations and easement guidelines above may be changed at any time by the County.

Declaration of Covenants, Conditions and Restrictions for Tropical Breeze Estates, Inc. May 2004

Section 3: Each lot is subject to all utility easements, right of way, and other restrictions and provisions appearing on the plats entitled Northern Pines Mobile Home Park, Plat numbers 1 through 5. No owner shall at any time obstruct any of said easement areas and rights of way or refuse access to persons entitled thereto. (March 2, 2023 Version)



“QUICK FACTS”

All work must meet current Building Code standards and ULDC requirements.

Submittals must clearly define scope of work, be drawn to scale, signed and sealed by an engineer or architect, and submitted in duplicate along with all other applicable requirements.

Permit Checklists are available in the Permit Center or online for your convenience.

Other government agencies (Department of Airport, Land Development, etc.) may be required and affect their permit request.

Check with Contractors Certification for licensing information on a company and/or contractor at (561) 233-5525.

NOTE: Performing improvements on your property without proper building permits may result in paying 4 times the fee.

ONLINE RESOURCES

You may also visit our website at www.pbcgov.com/pz/b/building. Permit Center or One Stop Permitting to view and download Building Division's most used forms, applications, variances, links and additional resources for your permitting needs, such as:

Fees - To view the current permit fee schedule.

Codes - To view currently adopted technical standards for construction in Palm Beach County.

Product Approval - To view Statewide and Local Information

Plan Review/Permit Tracking - To track your permit or to review inspection history. You can query by permit/application, address, PCN, owner, and contractor.

Inspection information - inspection codes and phone numbers to schedule your inspection.

Flood Information - Flood Damage Prevention Ordinance, flood awareness and flood zones.

Surge Area Mapping Systems -hurricane evacuation zones and evacuation information.

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 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
561-233-5100

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

Revision January 2014

OWNER/ BUILDER BUILDING PERMIT GUIDELINES



**Planning, Zoning &
Building Department**

Building Division
561-233-5100

OWNER/BUILDER GENERAL REQUIREMENTS

The provision of Chapter 489 F.S. requires construction to be done by licensed contractors. You may apply for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must perform or supervise the construction yourself. County ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work. Remember, you are accepting responsibility for Code Compliance, and other financial or business responsibilities, when you are acting as your own contractor.

As an owner/builder (O/B), you may build or improve a 1 or 2 family residence, or build or improve a commercial building at a cost of \$75,000 or less in value, within any 12-month period. The residence or building must be for your own use and occupancy. It may not be built for sale or lease.

If pulling a permit as owner/builder, you must personally appear in the Building Division for submittal, sign an Owner/Builder Affidavit, and have your signature notarized by a Building Division staff member.

As owner/builder, it is your responsibility to make sure that people employed by you have licenses and insurance as required by State law and County licensing ordinances.

NOTICE OF COMMENCEMENT

State Statute requires all permits with a value greater than \$2,500 to record a Notice of Commencement with the Clerk of the Circuit Court PRIOR TO THE FIRST INSPECTION. If replacing Air Conditioning equipment (HVAC), the requirement is a value of \$7,500 or more. The permit holder must supply the Building Division with a copy of the recorded Notice of Commencement to receive inspections.

TIME LIMITATION OF APPLICATION

FBC Chapter 1, 105.3.2 states: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless application has been pursued in good faith or a permit has been issued."

PERMIT INTENT FBC Chapter 1, 105.4.1 states: "Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced."

It is very important to keep these timelines current to avoid additional fees and/or new Code requirements.

HEALTH DEPARTMENT

If you are proposing an improvement on your property and it is currently on a septic system and/or a drinking water well, you must contact the Health Department for approval at 561-837-5940.

MOST COMMON O/B PERMITS

TYPE 1 BUILDING PERMITS

- A/C Change-Out
- Awnings
- Driveway w/ Turn Out – In a County ROW
- Electric Service Change
- Pool Barrier Fence/Rail
- Wall
- Water Heater Change-Out
- Electric - L/V
- Mobile (Mfr'd) Home Roofover
- Reroofing
- Screen – Alum. Infill Wall Panel
- Sewer Connection
- Siding / Stucco on Frame
- Vinyl/Acrylic Removable Insert Systems
- Water Service Connection
- Window and Door Replacements
- Flagpole - Less Than 20'
- Residential Accessory Enclosure – Max. 6' x 6' x 8'H high for SFD only
- Planter – Under 3' in Height

TYPE 2 BUILDING PERMITS

- Air Conditioning- New System
- Canopy – Fabric Covered
- Carport
- Demolition
- Fire Damage/Emergency Repair
- Gas – Lines Only
- Gas – LP Tank and Lines
- Irrigation Electrical
- Mobile Home-Accessory structure
- Pole Barn
- Pool Deck
- Porch
- Screen Structure
- Shed
- Storm Shutters
- Window Wall System/ Sliding Glass Door
- A/C Change-Out
- Demolition
- Electrical- General
- Fire Damage/Emergency Repair
- Irrigation Electric

TYPE 3 BUILDING PERMITS

- Addition- 1&2 Unit Dwelling
- Alteration- Interior or Exterior
- Enclosing Carport, Garage, or Porch (Infill Walls)
- Barn
- Garage
- Guest House (No cooking facilities)
- Stable (No grooms Quarters)
- Storage
- Workshop
- Accessory Apartment
- Grooms Quarters (With or Without Stables)
- Spa
- Swimming Pool – Above-Ground
- Swimming Pool – In-Ground
- Manufactured Residential Building (Modular, NOT Mobile Home)

TYPE 5 BUILDING PERMITS

- Single Family dwelling
- Duplex



ITEMS NOT REQUIRING A PERMIT

Section 105 of the Palm Beach County Amendments to the Florida Building Code requires permits for most construction-related work. Various improvements to real property may not require a Building Permit or Zoning review. Some may require only a Zoning review and are exempt from inspection and Building Code review. These improvements are termed Type 1- Site Plan Review Permits. The work exempted must still be constructed in accordance with minimum code standards. Other improvements for certain structures on actively functioning farms, are subject to agricultural exemption from Building Code enforcement by Florida Statute.

ITEMS NOT REQUIRING A PERMIT

A/C – Replacement of an existing window unit w/an existing dedicated electrical outlet.

AC / Heating – Repair of existing system and/or replacement of any part that does not alter the system listing or make it unsafe.

Ceiling Fan – Replacement of existing fan using existing fan box and wiring.

Ceramic Tile – Remove and replace (Not installed on Fire Rated assemblies).

Dishwasher – exact replacement; same wattage.

Door – Replacement of any exterior door (excluding overhead doors) within the existing jam once in a 12-month period. (1 & 2 Family Dwellings only)

Door – Remove and replace any interior residential door within the individual unit in the same location.

Driveway – Sealcoat asphalt (1 & 2 Family Dwellings only)

Drywall – Minor repairs if value of work is under \$1,000 (1&2 Family Dwellings, Not involving Fire-Rated Assemblies)

Faucet – Replace existing (not involving removal of drywall)

Fence – Minor repair or exact replacement of a existing permitted fence up to \$1000.00 fair market value, excluding pool barriers.

Gutters and Leaders on 1 & 2 Family Dwellings.

Kitchen cabinet - Exact replacement only with no change in configuration of electrical or plumbing (1&2 Family Dwellings).

Light Fixtures – Replace “like for like” in existing lighting outlet 1&2 Family Dwellings Only)

Outlet or switch – Replace existing outlet or switch with appropriate type within existing junction box.

Painting

Pavers, sand set that are not a pool/spa deck or within five feet of a pool, (1 & 2 Family Dwellings Only) excluding driveways or turnouts.

Playground equipment, Manufactured - Site-built play enclosures less than 6' X 6' X 6' (1&2 Family Dwellings Only) (Uses must still meet accessory setback requirements)

Portable / Manufactured Pool or Spa – Less than 24 inches deep

Roof – Minor repair of existing roof covering less than \$1000.00 fair market value

Satellite Dish Antennas – Residential 1 meter or less in diameter. Commercial 2 meters or less in diameter.

Screen room –Rescreening to \$1000.00 value

Siding – Minor repair to existing under \$1000.00 value

Sink – Exact replacement in same location only

Soffit or Fascia – Minor repair or replacement up to \$1000.00 in value, which does not involve structural members

Stucco – Minor repair of existing stucco finish if value of work is under \$1000.00

Water Closet – Replacement in same location

Water Heater – Repair or replace heating elements.

Window – Repair within existing frame if value of work is under \$1000.00

Wood Deck –Minor replacement of existing decking under \$1000.00 (1 & 2 Family Dwelling Only)

This table is a concise guide to Palm Beach County Building Division Policies and local Building Codes. In the event of a conflict between this document and a specific rule or regulation, the law shall control.

All work must comply with all applicable current codes and standards.



NOTICE:

Below is a list of the required licensure to practice in a Construction Trade for Palm Beach County

Pursuant to Chapter 67-1876, Special Act as amended, Laws of Florida it is required that a CERTIFICATE OF COMPETENCY be held in order to advertise, bid, or contract any work in the following Construction Trades:

General	HARV(Heating, Air Conditioning, Refrigeration, and Ventilation)
Building	Electrical
Residential	Plumbing
	*Journeyman Electrical
	*Journeyman Plumbing

* Disclaimer - Journeyman are not allowed to contract, must perform work under a Master Electrician or/a Master Plumber.

Specialty Trade Contractors

- | | |
|----------------------------------|---|
| 1. Acoustical /Suspended Ceiling | 22. Masonry |
| 2. Aluminum Specialties | 23. Painting |
| 3. Carpentry | 24. Paver Brick/Paver Systems |
| 4. Carpentry Finish | 25. Paving |
| 5. Concrete Forming & Placing | 26. Plastering |
| 6. Countertop | 27. Reinforcing Steel |
| 7. Decorative Metal | 28. Re-Screener/Screen Repair |
| 8. Demolition | 29. Roofing |
| 9. Dredging and Land Filling | 30. Seal Coating/Striping |
| 10. Drywall | 31. Sign Contractor/Electrical |
| 11. Fabric Awnings | 32. Sign Contractor/Non-Electrical |
| 12. Fence | 33. Structural Steel Erection |
| 13. Garage Doors | 34. Swimming Pool Construction |
| 14. Glass and Glazing | 35. Swimming Pool Maintenance and Repair |
| 15. Gunite | 36. Tennis Court |
| 16. Hurricane Shutter/Awning | 37. Tile, Terrazzo and Stone |
| 17. Insulation | 38. Underground/Overhead Transmission Lines |
| 18. Irrigation Sprinkler | 39. Underground Utilities |
| 19. Lightning Protection Systems | 40. Window and Door |
| 20. Low Voltage | 41. Wood Flooring |
| 21. Marine | |

For further specification and details please refer to the Standards for Certified Categories.

Questions or additional information, please call Contractors Certification office at (561) 233-5525.
Application and information also provided via website at: <http://discover.pbcbgov.org/pzb/contractors>

Contractors Certification Division
2300 North Jog Road, 2nd floor, Suite 2W-61
West Palm Beach, FL 33411-2741

State Contractors are governed by the Department of Business & Professional Regulation: to obtain a complaint form or information on licensure call (850) 487-1395 or visit www.myflorida.com/dbpr

AGRICULTURAL EXEMPTIONS

Non-Residential Buildings on Farms – Zoning and Floodplain Approvals Required Refer to PZB-PPM MD-RI-002

Site Plan Review Permits

- Court Surfaces – (1 & 2 Family Dwellings)
- Driveway, Parking, Resurfacing, Repaving (1 & 2 Family Dwelling only) No expansion of paved area, or in R.O.W.
- Fence – (1 & 2 Family Dwelling), except zero lot line, safe site corners and pool barrier
- Flag Poles – (Less than 20 feet high)
- Painted Walls Signs
- Slab – (1 & 2 Family Dwelling) – Not for Future Structure and not including footers or located within 5 feet of a pool
- Planters – Less than 3 feet in height
- Accessory Enclosure (sheds) – Max. 6'x6'x 6'H for Single Family Dwelling Only

This table is a concise guide to Palm Beach County Building Division Policies and local Building Codes. In the event of a conflict between this document and a specific rule of regulation, the law shall control.

All work must comply with all applicable current codes and standards.