



FREQUENTLY ASKED QUESTIONS

▶ What are the hours of operation for the Building Department?

Answer: The Building Department is open from 8:00 a.m. to 4:00 p.m. Monday thru Friday with the exception of Town Holidays.

▶ What type of work requires a building permit?

Answer: All work with the exception of installation of carpet, wallpaper, interior painting, closet doors, decorative moldings, lawn service, locksmith, pest control, pool maintenance, pressure cleaning, replacing air conditioning thermostat, interior blinds, and replacing screens.

Note: Any contractor wanting to do the above mentioned work (permit & non-permit) MUST have a valid State, County or Countywide license for the type of work they are performing and MUST register with the Building Department before starting the job. Please note that Maids and Nurses are the only profession NOT required to register with the town.

▶ What is the cost of a building permit?

Answer: Standard permit fee as of December 19, 2006 is \$40.00 for any job under \$1,600 or less. If the work is over \$1,600 up to and including \$100,000 the permit fee will be 2.25% of whole amount. For a job over \$100,000 the permit fee will be 1.5% of the amount.

Example: \$1,600 or less -----\$40.00
2.25%-----X-----\$10,000 = \$225.00
1.5%-----X-----\$110,000 = 1,650.00

▶ How do I cancel a building permit?

Answer: The qualifier for your permit must write a letter to the Town of South Palm Beach indicating that he/she wishes to cancel the permit. The letter should include the permit number, the job site address, and the reason for the cancellation. Make sure that the letter is also notarized.

▶ I am an owner, and I want to discharge my contractor. How do I do that?

Answer: You may discharge a contractor by forwarding a notarized letter to the Building Department with the contractor's company name, permit number, and the property address. A reason for discharge may also be included. Please note that you may not authorize the transfer of a permit to another contractor. Only the permit holder may authorize the transfer of his/her permit.

▶ How do I register as a contractor to work in the Town?

Answer: Visit our office with a copy of your Certificate of Liability Insurance made out to the Town of South Palm Beach with the address, Worker's Compensation or Exemption form from the State and your company license. Once all of the above forms are submitted to the Building Department a decal will be given to the contractor to avoid any penalties.

▶ How do I report a violation of the Town's Code of Ordinances occurring before 8:00 a.m. or after 5:30 p.m. weekdays or on the weekend?

Answer: Contact the Town of South Palm Beach Police Department at 561-586-2122.

▶ When does my Business Tax Receipt expire (formerly occupational license)?

Answer: The Town's Business Tax Receipt period is from October 1st through September 30th. Any Business Tax Receipt purchased for that period expires on September 30th, and the company has to come back and renew with the Town.

▶ How do I apply for a Palm Beach County Occupational License?

Answer: You can get an application for a County business license from their website: Palm Beach County Tax Collector and selecting "Occupational Licenses", scrolling down, and selecting the information you need, or by calling 561-355-2272.

▶ When is the sea turtle nesting season and what are the requirements?

Answer: All ocean-front property owners are required to ensure that no artificial light illuminates any area of the beach or water that may be used by nesting sea turtles and hatchlings. In order to accomplish this, the town requires that all lighting is positioned or shielded so that light is not visible from the beach or water during the period from March 1 through October 31 of each year.

Should you have any additional questions, please contact our office at 561-588-8889.