Town of South Palm Beach

3577 South Ocean Blvd

South Palm Beach, FL 33480

General Permit Application Check List

Guide

We are now using an all online portal for permit submissions

☐ Contractor/Applicant **must** be registered to work with the Town

☐ The Town of South Palm Beach Building utilizes a new all digital platform called My Government Online (MGO). You must first create an account to register, submit permits and schedule inspections which can be done by visiting: MGOconnect.org

☐ Copy of **filed and recorded** Notice of Commencement (uploaded to the portal)

☐ All contractors and/or companies (including subs) that are not payroll employees of the permit holder must be registered with the Town as contractors in their trade

☐ Complete set of plans that are dimensioned, signed & sealed. Construction documents shall be sufficient clarity to indicate location, nature and extent of work proposed and show in detail that it will comply with the provisions of the building codes, as determined by the building official (uploaded to the portal)

☐ A layout showing windows and/or shutters to be installed, if applicable. Show egress/emergency escape, if applicable. Windows and doors must have a schedule and current NOA's (uploaded to the portal)

☐ Complete set of product approvals/NOA's, if applicable (current ASCE) (uploaded to the portal)

☐ A survey for additions, pools, fences, walls, generators, or new mechanical equipment that change the footprint of the structure on site (uploaded to the portal)

☐ Construction parking plan, if applicable (uploaded to the portal)

APPLICATION WILL NOT BE ACCEPTED IF ITEMS ARE MISSING.

The Building Department reserves the right to request additional information as needed to verify proposed work is code compliant.