



**The Village of North Palm Beach**  
 Community Development Department  
 Phone: (561) 841-3365 • Email: [permits@village-npb.org](mailto:permits@village-npb.org)  
 701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408  
[www.village-npb.org](http://www.village-npb.org)

**\*\*OFFICE USE ONLY\*\***

Is this application the result of a Code Compliance Violation?  Yes  No  
 If yes, submit copy of Code Compliance Notice.

**APPLICATION**

NOTICE REQUIRED

SUBMITTAL DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

**\*\*THIS FORM IS NOT ACCEPTED FOR SUBPERMIT USE. PLEASE SEE FORM TITLED, "SUBPERMIT APPLICATION" \*\***

APPLICANT INFORMATION	PROPOSED IMPROVEMENT LOCATION
Owner _____	<input type="checkbox"/> Same as owner / lessee address
Lessee _____	Address _____
Address _____	Suite / Apt Number _____
Suite / Apt Number _____	Legal Description _____
City _____	Lot _____ Block _____ Plat _____
State / ZIP _____	Unplatted _____
Phone Number _____	Parcel Control Number (PCN) _____
E-Mail Address _____	(Required – Can be found on parcel's tax bill)

CONTRACTOR INFORMATION	REQUESTED WORK	IMPROVEMENT
<input type="checkbox"/> Owner / Lessee Builder	<input type="checkbox"/> Building	<input type="checkbox"/> New Construction
Qualifier _____	<input type="checkbox"/> Structure	<input type="checkbox"/> Alteration
Company _____	<input type="checkbox"/> Sign	<input type="checkbox"/> Electrical
Address _____	<input type="checkbox"/> Electrical	<input type="checkbox"/> Addition
City _____	<input type="checkbox"/> Gas	<input type="checkbox"/> Repair / Replace
State / ZIP _____	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Demolish
Phone Number _____	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Install
E-Mail Address _____	<input type="checkbox"/> Roofing	<input type="checkbox"/> Change of Contractor
License Number _____	<input type="checkbox"/> Pool / Spa	<input type="checkbox"/> Other _____

**DESCRIPTION OF PROPOSED IMPROVEMENT**

Provide a complete description of the work you are proposing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SQUARE FOOTAGE (area) Existing: \_\_\_\_\_, Proposed: \_\_\_\_\_, Total: \_\_\_\_\_, Job Valuation: \$ \_\_\_\_\_

OFFICE USE ONLY:

Parks \$ _____	Bldgs \$ _____	School \$ _____	Roads \$ _____	Total \$ _____
Fee \$ _____	Lien \$ _____	Radon \$ _____	Impact \$ _____	Total \$ _____

**SUPPLEMENTAL CONSTRUCTION LIEN LAW INFORMATION**

A recorded **Notice of Commencement** is required when the direct contract is greater than \$2,499 (\$7,499 for repair or replacement of existing heating and air conditioning equipment). **No inspections will be scheduled until a recorded Notice of Commencement is on file with the Building Division, Village of North Palm Beach.**

**FEE SIMPLE TITLEHOLDER'S**

Same as owner on front of form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**MORTGAGE COMPANY**

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**BONDING COMPANY**

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**ARCHITECT / ENGINEER / DESIGNER**

Not applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St / ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, ROOFING, AIR CONDITIONERS, GAS, FENCES and DRIVEWAYS.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations.
- Issuance of a permit is not authorization to violate public or private restrictions.
- Issuance of a permit does **not** assure compliance with Home Owner Association rules, regulations and/or deed restrictions. Property Owners are advised to obtain approval from their Home Owner Association before making any improvements to their properties.
- Failure to comply with applicable construction regulations may result in the withholding of future permits.
- Submission of any false information or representation is a violation of law and may result in revocation of the permit.

**OWNER'S AFFIDAVIT**

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:**

**Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.**

Signature \_\_\_\_\_  
Owner or Agent

Print Name \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization by:

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of Identification)

\_\_\_\_\_  
(Signature of person taking acknowledgement) SEAL

Signature \_\_\_\_\_  
Certificate of Competency Holder / Owner-Builder

Print Name \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
(Date)

By means of physical presence / online notarization by:

By \_\_\_\_\_  
(Name of person acknowledging)

Who is personally known to me or who has produced \_\_\_\_\_  
(Type of Identification)

\_\_\_\_\_  
(Signature of person taking acknowledgement) SEAL