

General Building Permitting Information

The following are examples of work that require permitting with the Town of Palm Beach Shores. This is not a complete list.

Addition	Elevator	Remodel
Air Conditioner	Fence	Renovation
Air Ducts	*Fire Sprinkler System	Resurfacing
Air Handler	Flooring (multifamily)	Retaining Wall
Alarm System	Garage Door	Roof
Asphalt	Gas/Propane	Screen Enclosure
Awnings	Gates	Seal-coating
Balustrade	Generator	****Seawall
Bathroom Remodel	Gutters	Seawall Cap
Boatlift	Hurricane Mitigation	Shed (permanent)
Central Vacuum	Irrigation System	Shutters
Concrete	Kitchen Cabinets/Counters	Shower pan
Construction Trailer	Light Fixtures (New)	***Sidewalks
***Decking	Lightning Protection	***Slab
Demolition	Meter Can	Stucco
****Dock	***New Construction	Temporary Pole/Power
Doors (exterior)	Pavers	Wall
***Drainage/Fill/Landscaping	Plumbing	Water Heater
***Driveways	Pool	Windows
Drywall	Pool Fence	
Electrical	Railings	

*Needs Fire Inspector approval. Permit/inspection in addition to our building department review/inspection

**Needs Health Department approval.

***May need to be reviewed by Town Engineer.

****Needs DEP Approval.

What Every Contractor/Owner Should Know...

- Make sure contractors/subcontractors are currently registered with the Town.
- Supply 2 copies of back-up material which could include product approvals, plans, survey, etc. Request a checklist for additional requirements for new construction, additions, renovations, and drainage.
- Notice of Commencement is needed for permits over \$2,500 (\$7,500 A/C) and is due at the time of submittal.
- Copy of the contract or proposal must also be submitted and must match estimated cost of the job.
- Pay permit fee at the time of submittal; cash, check, or credit card (+2.5%).
- Permitted work commences only when you have your approved permit in hand.
- **Work done without a permit could be subjected to additional fees.**
- All permits require inspections and must be scheduled by the permitted contractor.
- Contractor work hours are October 1 – April 30: Monday - Saturday 8:00am-5:00pm. May 1 – September 30: Monday – Saturday 8:00am-6:00pm. Work is not permitted on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

Please be aware that permit fee may be quadrupled for working without a permit.

If you are unsure of what type of job needs a permit or have any questions, please call Town Hall at 561-844-3457.