



Department of Planning, Zoning & Building
2300 N. Jog Road
West Palm Beach, FL 33406
(561) 233-5005

IMPACT FEE INFORMATION

The following information is being provided in an effort to assist municipality building permit applicants who are coming to the County to pay their impact fees.

Our Hours of Operation are from 8:00 AM to 4:30 PM

The permit applicant shall deliver the following information in order to have the impact fees calculated:

ITEM	NUMBER OF COPIES
COMPLETED IMPACT FEE QUESTIONNAIRE	1
CONSTRUCTION PLANS	2
COMPLETED APPLICATION FOR EXISTING USE CREDIT WITH SUPPORTING DOCUMENTATION (Copy of Property Appraiser Screen showing square footage, notarized Affidavit Letter From Chief Building Official documenting last use) IF APPLICABLE	1

The Department permit technician will stamp both sets of construction drawings with a stamp that shows the impact fees due. The applicant will pay the total impact fees to the Department cashier. Checks should be made payable to: Palm Beach County Board of County Commissioners. A receipt will be issued to the applicant showing impact fees paid.

The receipt and stamped construction drawings should then be submitted to the municipality as part of the application for a building permit.

Should you have any questions, you may call the Impact Fee Office at (561) 233-5025.