



January 19, 2017

**Department of Planning,
Zoning & Building**

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To: Permit Holders

Subject: New Status Update on EPZB

In order to better serve our customers, we have added a new status in the EPZB system called "printed".

When your permit has been approved by plan review, has been typed and is ready for pick-up, the status will now show as printed. It will remain in the printed status until the permit has been picked up from the cashier's office.

Once the permit has been picked up from the cashier, the status will change to Active.

Please note:

- Once the status shows as Printed, the Contractor or Owner will have 6 months in order to pick up the permit. If not picked up, the permit will be Voided.
- Once the permit has been picked up and shows as Active, the 6 month clock will start. If there is no activity within the 180 days, the permit status will go inactive, and the permit will need to be reactivated.

This change will help to expedite permit applications and enable contractors/owners to quickly check the status of the permit and determine when it is ready for pickup.

Sincerely,

Doug Wise
Building Official
2300 N Jog Road
West Palm Beach, FL 33411

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