



**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb



**Palm Beach County
Board of County
Commissioners**

Mack Bernard, Mayor
Dave Kerner, Vice Mayor
Hal R. Valeche
Gregg K. Weiss
Robert S. Weinroth
Mary Lou Berger
Melissa McKinlay

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

DATE: July 24, 2019
TO: Industry Stakeholders
FROM: Doug Wise 
Building Division Director
RE: **Electronic Submittals of NOCs and No-Fee Sub Permit Applications**

In order to better serve our customers and streamline our application processes, the Building Division will introduce electronic plan review later this year. This initiative will afford customers the ability to submit all permit application types electronically, resulting in fewer trips and shorter wait times at the Permit Center. As an early step in anticipation of the upcoming transition to electronic permit filing, customers can now file **Notice of Commencement** forms (NOCs) electronically.

Note: The Building Division can accept and process NOCs only after a permit application has been submitted, but, pursuant to Florida Statute s.713.13, "If the improvement described in the notice of commencement is not actually commenced within 90 days after the recording thereof, such notice is void and of no further effect." Please be mindful that your permit must be issued and work commenced within 90 days of recording or your Notice of Commencement will be null and void.

NOC forms may be sent via email to PZBInspNOC@pbcgov.org or via fax to 561-656-7978. **All customers are encouraged to submit NOCs electronically in order to avoid excessive wait times in the lobby and time spent in travel to our offices.**

Effective August 1, 2019, all No-Fee Sub Permit Applications may be submitted electronically by all customers. Completed and notarized forms should be sent via email to PZB-NoFeeSubPermits@pbcgov.org or via fax to 561-656-7977. **The notarized signature of the qualifier will be required on all no-fee sub permit applications.**

Division staff will continue to work to simplify our application procedures to better serve our customers. We thank you for your cooperation and understanding during this transition, to better serve you.