


# Civic Access - Applying for Permits

- Click Apply and select PERMITS.
- Click categories on the upper left side.
- Select the type of Permit you are applying for.

## Application Assistant



All Trending My History **PERMITS** PLANS

[Show Categories](#) [Show My Templates](#)

<b>Addition - Commercial</b> Category Name: Commercial Building	Description: Addition of floor area, stories or height - Commercial Building	<a href="#">Apply</a>
<b>Bike Rack</b> Category Name: Commercial Building	Description: Stand alone bike rack	<a href="#">Apply</a>
<b>Building Model - Commercial</b> Category Name: Commercial Building	Description: Building Model. Use this plan type to submit for a Master Model to be used for production of multiple building of the same design - THIS IS NOT A BUILDING PERMIT - Contact Building Department to discuss prior to applying for this permit type <a href="mailto:ds@vpb.org">ds@vpb.org</a> - Commercial Building	<a href="#">Apply</a>
<b>Building Sub-Permit - Commercial</b> Category Name: Commercial Building	Description: Building Sub-Permit - Commercial Building  This is a sub permit. You MUST apply by entering the master permit number in the Search tab above, then apply through the link found in the Sub-Record tab.	<a href="#">Apply</a>
<b>Bus Shelter</b> Category Name: Commercial Building	Description: Bus Shelter	<a href="#">Apply</a>
<b>Change of Occupancy - Commercial</b> Category Name: Commercial Building	Description: Change of Use or Change of Occupancy where required by the provisions of the Florida Building Code - Existing Building Volume - Commercial Building	<a href="#">Apply</a>
<b>Commercial Well</b> Category Name: Commercial Building	Description: Commercial Well	<a href="#">Apply</a>
<b>Dumpster Enclosure</b> Category Name: Commercial Building	Description: Dumpster meeting Public Works Department Requirements	<a href="#">Apply</a>
<b>Fence - Commercial</b> Category Name: Commercial Building	Description: Fence/Gate(s) - If proposing a masonry wall, select Site Wall permit type instead - Commercial Building	<a href="#">Apply</a>

# 1. Enter your address to search

Putting the full address may cause search engine to produce many results.

Start with short version of your address to see what populates.

For example I typed in "401 CLE" and got the result I wanted.

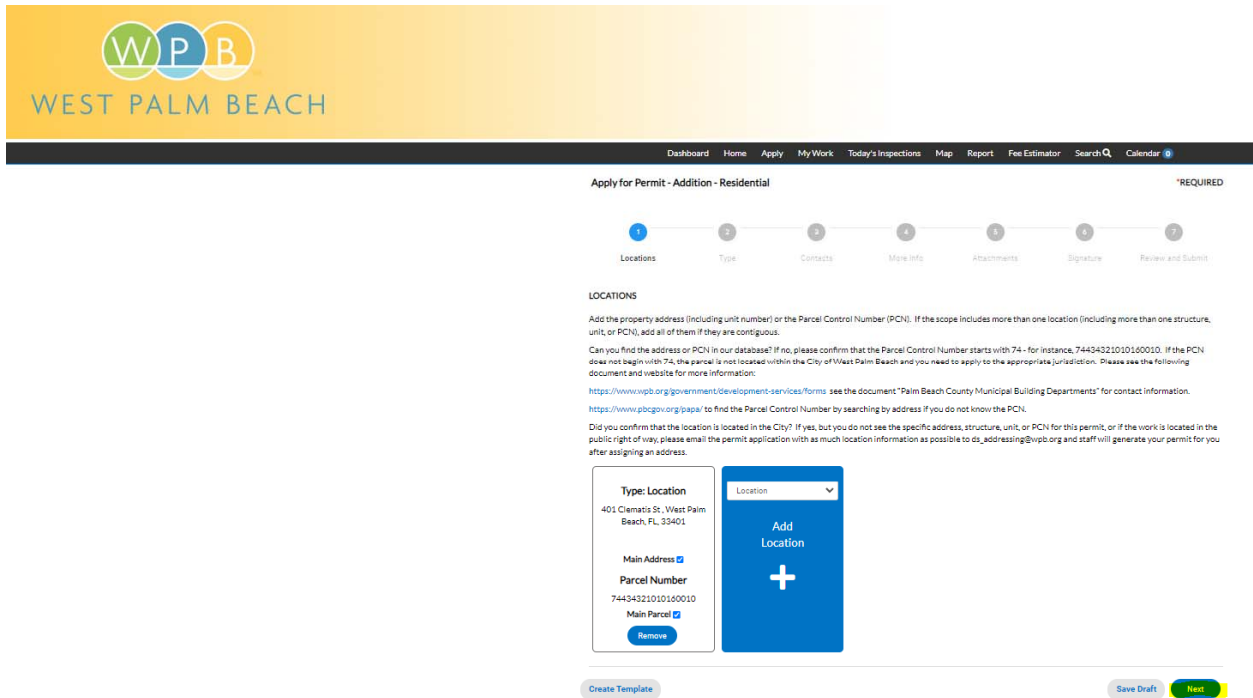
If I typed in the full address I would see many more results because I have increased the search criteria.



You need to select the address from any that are provided.

I only have one result here, but I still need to select it.

Hit "Add" to add that address to the permit.



Click Next to move to **Permit Type**.

Permit type is locked in because it was selected in the apply screen. This cannot be changed so if you're not sure about what type to make, contact us. ds@wpb.org or call us at 561-822-6700.

Note: You can save application as a draft and if you want to select a different permit type just delete the draft and start over.

**2. On this tab you will enter a description, enter sq. ft. and enter value.**

Apply for Permit - Addition - Residential \*REQUIRED

Progress: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More info, 5. Attachments, 6. Signature, 7. Review and Submit

**PERMIT DETAILS**  
Please fill out all relevant fields as they pertain to your application

\* Permit Type: Addition - Residential

\* Description: Addition at rear patio

\* Square Feet: 1000

\* Valuation: 175000

Buttons: Back, Create Template, Save Draft, Next

All fields with red asterisks need to be filled out to move to next tab. Click next when complete to move on to **Contacts**.

**3. Select one of the three options for Contractor.**

489 Exempt is selected for Owner/Builder.

Contractor can be selected if they are registered with the city.

If they are not, or the contractor is not yet assigned, select To Be Determined (TBD).

Apply for Permit - Addition - Residential \*REQUIRED

Progress: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More info, 5. Attachments, 6. Signature, 7. Review and Submit

**CONTACTS**  
Please provide the contact information for the Tenant/Owner and Contractor if not the same as Applicant. If applicable, additional contacts may also be provided. Plan review can be performed without a registered contractor but, unless the project qualifies as an exemption, such as owner-builder, no permit will be issued until a licensed contractor submits a signed permit application.

Applicant: Dylan Battles (You), 107 Fairways Ln

Contractor Options: 489 Exempt, Contractor, To Be Determined

Buttons: Add Contact (+), Next

You will need to enter the contractor name and click add.  
For 489 or TBD just type 489 or TBD and select that contact.

W P B  
WEST PALM BEACH

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Q Calendar

\*Back to Application

Add Contact

Add Contact As : To Be Determined

Search Enter Manually My Favorites

Search TBD

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	CARI	DECOEUR		TBD		Add
☆				TBD		Add
☆				To Be Determined	permitslibrarian@wpb.org	Add

Results per page 10 1 - 3 of 3

W P B  
WEST PALM BEACH

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Q Calendar

Apply for Permit - Addition - Residential REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

CONTACTS

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Applicant  
Dylan Batties (You)  
107 Fairways Ln

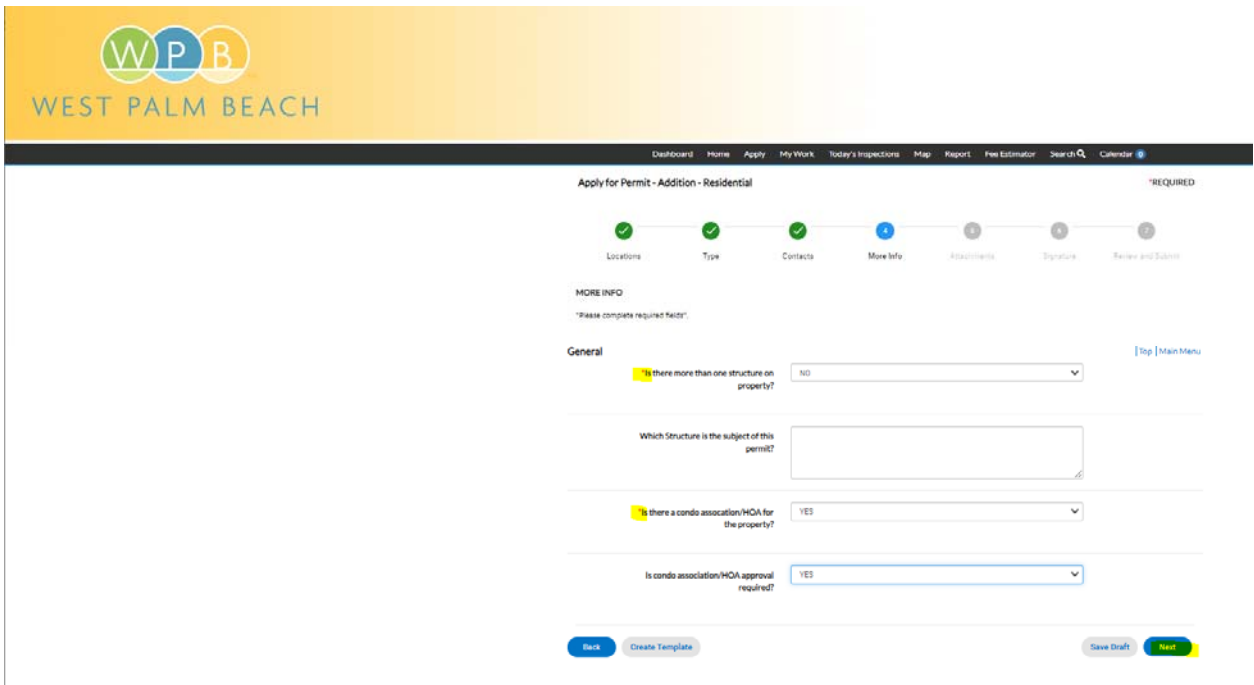
To Be Determined  
To Be Determined  
TBD

Select Type  
Add Contact  
+

Back Create Template Save Draft Next

You can add other contacts as well.  
Consider adding your sub-contractors or get them registered so you can add later.  
Having them as a contact allows them access to apply for sub permit through your permit's workflow.  
Once completed click next to move on to **More Info** tab.

4. More info is where we gather information unique to each permit type.

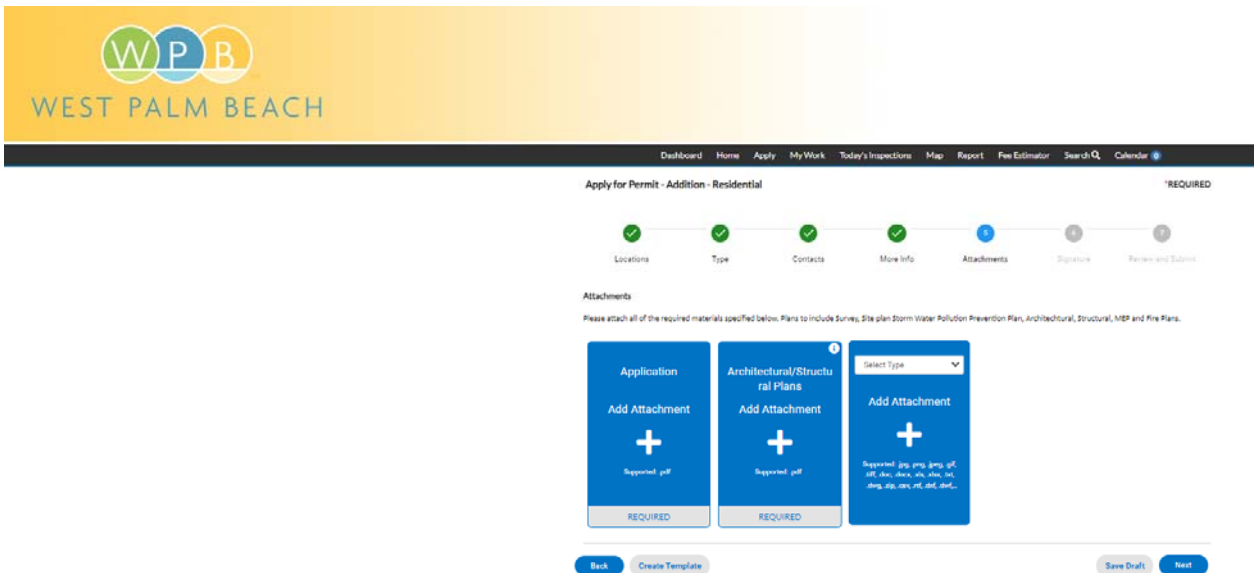


Note: You can save application as a draft and if you want to select a different permit type just delete the draft and start over.

Any field with a red asterisk needs to be filled out to move to the next tab.

Once all fields are filled out you can hit next to move onto **Documents tab**.

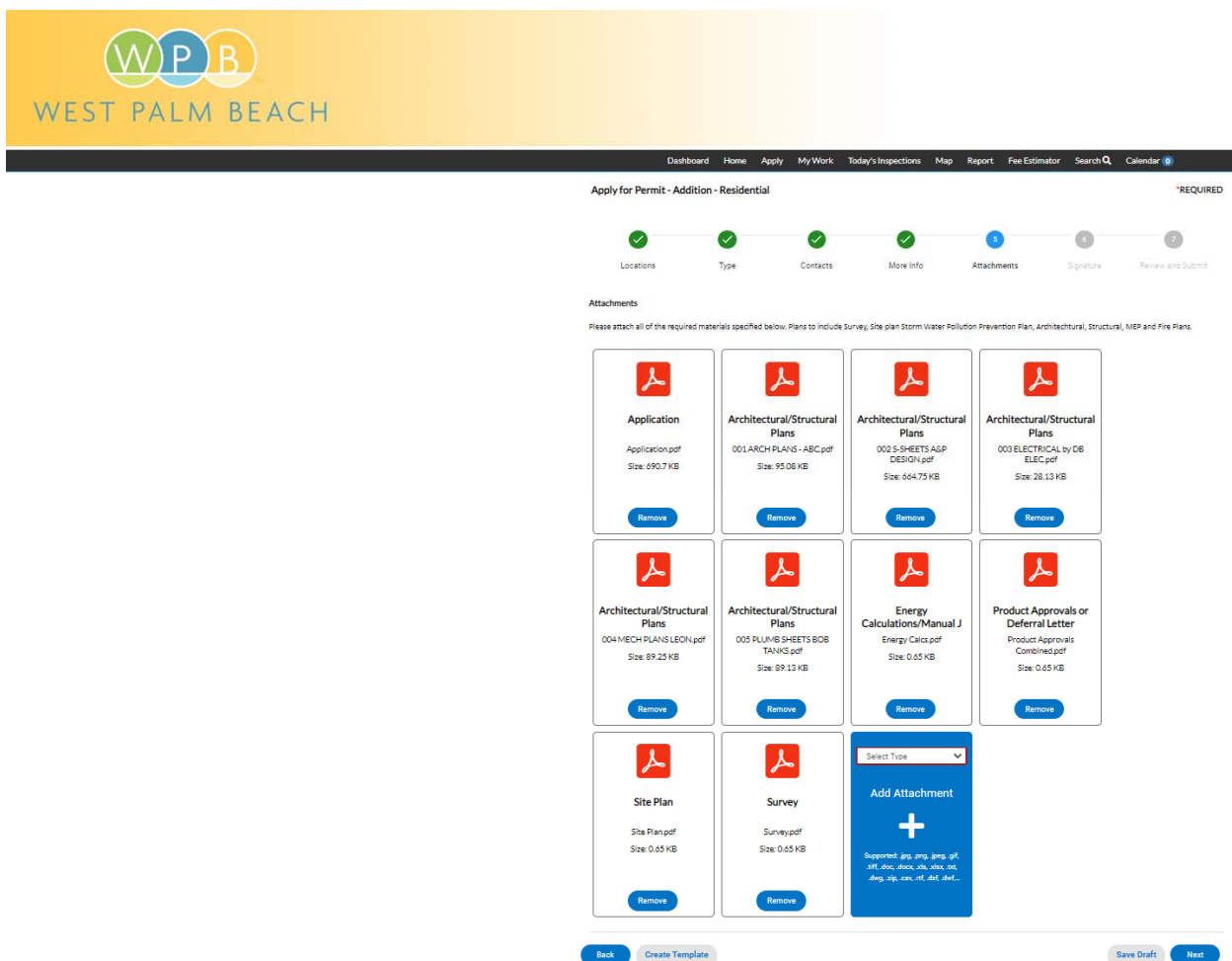
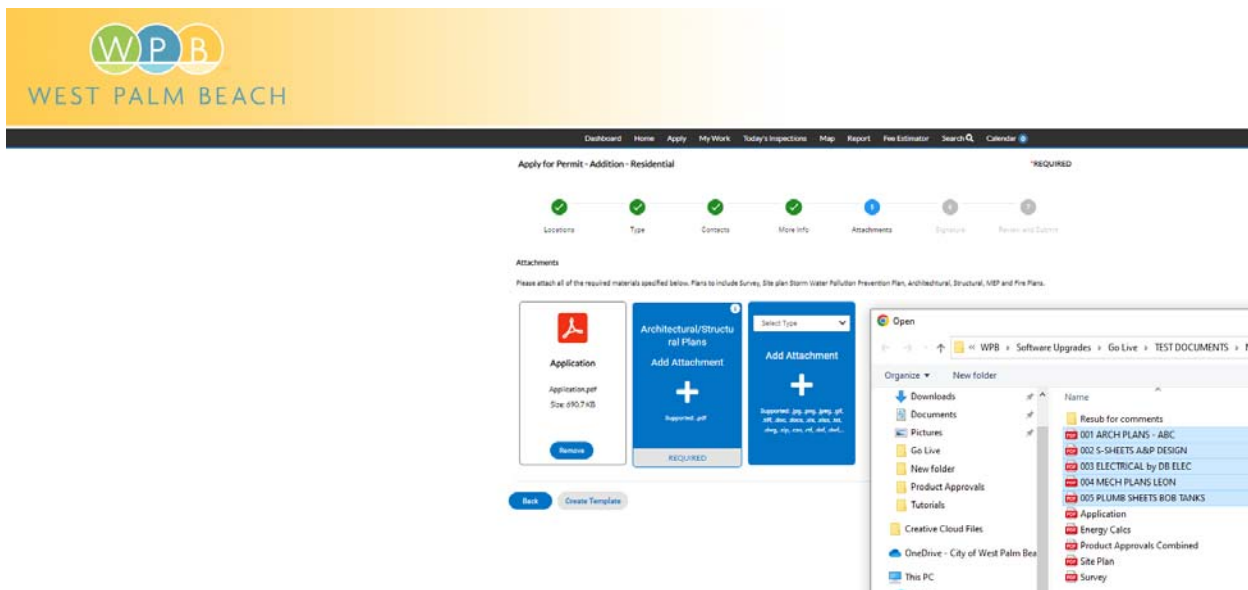
5. This is where you upload all documents for plan review (see Drawings for Permit Plan Review – Naming Convention).



This one has two required PDFs to upload.

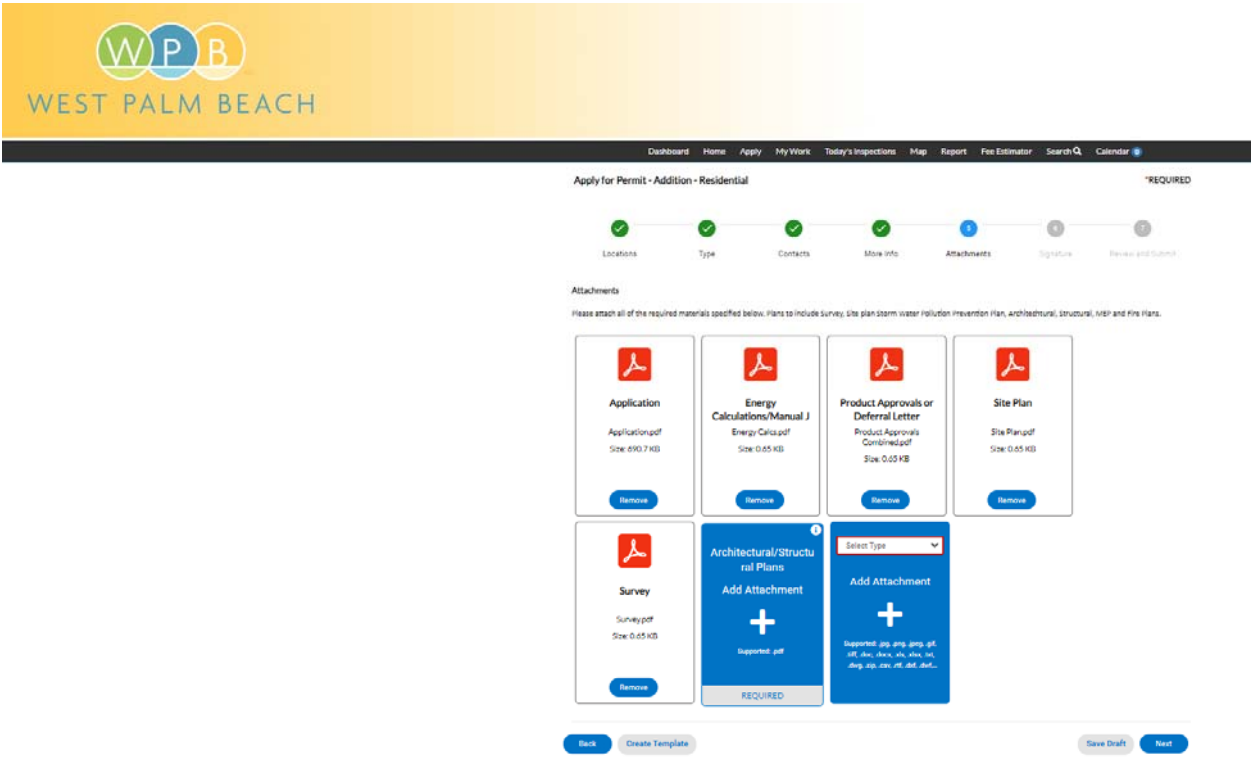
1. Application
2. Plans.

You can select multiple files to upload into each container, but you cannot add after you upload one. If you need to upload more than one file and you have already added one, delete the one file, reselect multiple files and upload all.



Supporting documents and misc. documents can be uploaded in the end tile labeled "Add Attachment".

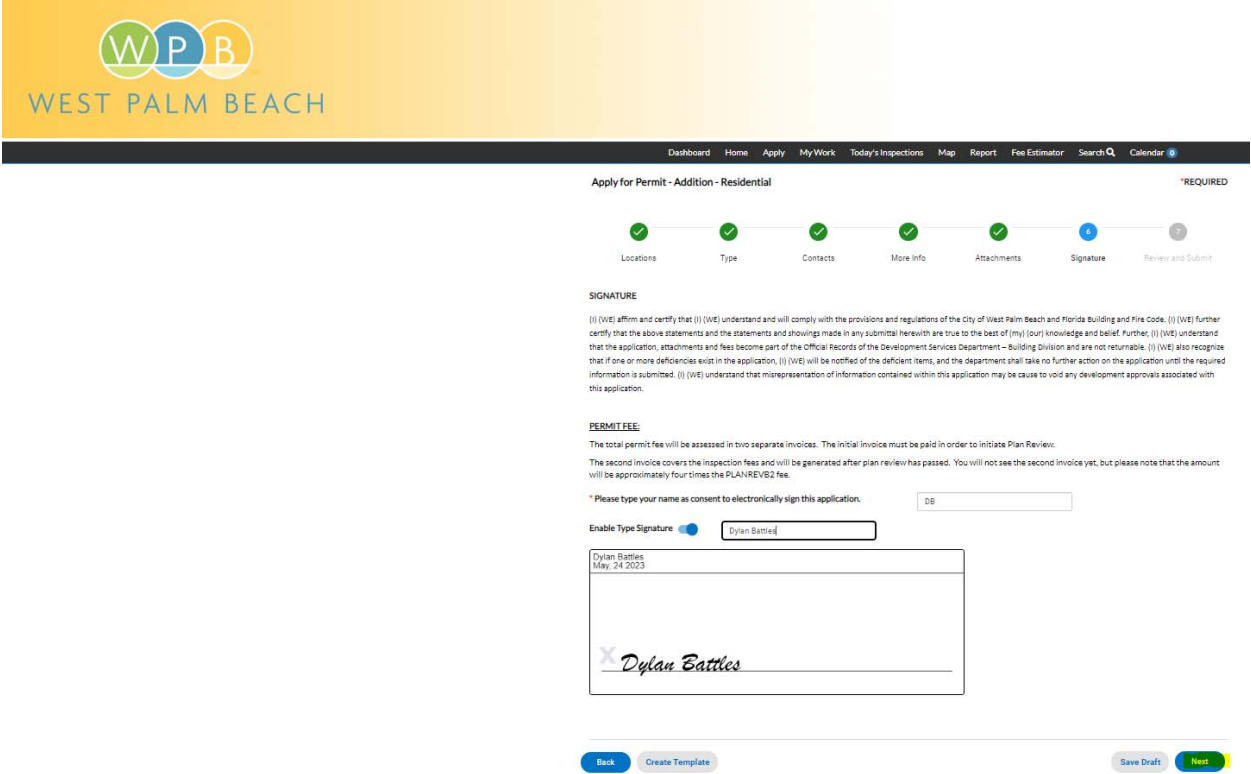
Select the document from the dropdown list (choose other if unknown). You can add multiple files at once if they are the same document type (Product Approval would be an example).



Once all files are uploaded hit next to move on to **Signature**.

**6. Type your initials and either free hand signature in the box, or select “Enable Type Signature”**

If you selected that option, you type your name in the field to the right and it shows up in the signature box.



Click next to move on to **Review and submit**.

## 7. You should now see all green checks.

- If you missed something you will be prompted to go fix.
- Before you hit submit scroll all the way down and verify all info.

\*Check your estimated fees because once you submit you will not see fees until we invoice.

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Calendar

### Apply for Permit - Addition - Residential \*REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

[Submit](#)

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#### Locations

Location	401 Clematis St., West Palm Beach, FL, 33401
Parcel Number	74434321010160010

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#### Basic Info

Type	Addition - Residential
Description	Addition at rear patio.
Square Feet	1000
Valuation	175000
Applied Date	05/24/2023

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#### Contacts

Applicant	Dylan Battles 107 Fairways Ln.,
To Be Determined	TBD To Be Determined

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#### Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
1000B2 (Building Permit Fee)	\$3,175.00
1200B (DCA Surcharge)	\$40.00
1220B (DBPR Surcharge)	\$60.01
1230B (Training Surcharge)	\$31.75
PLANREVB2 (Building Plan Review)	\$793.75
ZONADDSFD (Zoning Residential Review)	\$30.00

Total: \$4,130.51

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#### More Info

##### General

Is there more than one structure on property?	NO
Which Structure is the subject of this permit?	
Is there a condo association/HOA for the property?	YES
Is condo association/HOA approval required?	YES

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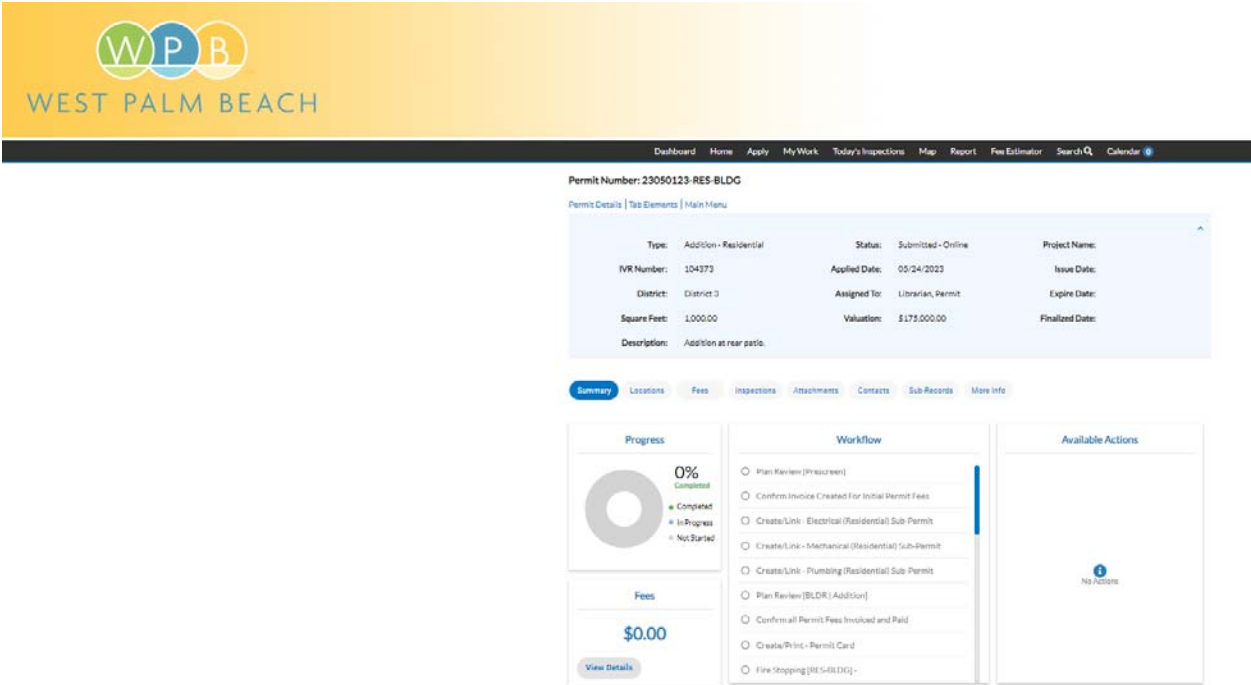
Click **“submit”** to have your permit submitted.



✔ Your application was successfully submitted!  
 Your application was successfully created. You will be contacted if there are any missing documents or revisions needed.

[Continue to permit](#)

Click **continue to permit**.



Permit Number: 23050123-RES-BLDG

Permit Details | Tab Elements | Main Menu

Type: Addition - Residential	Status: Submitted - Online	Project Name:
IVR Number: 104373	Applied Date: 05/24/2023	Issue Date:
District: District 3	Assigned To: Librarian, Permit	Expire Date:
Square Feet: 1,000.00	Valuation: \$175,000.00	Finalized Date:
Description: Addition at rear patio.		

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

**Progress**

0% Completed

Completed  
In-Progress  
Not Started

**Fees**

\$0.00

[View Details](#)

**Workflow**

- Plan Review (Pre-screen)
- Confirm Invoice Created For Initial Permit Fees
- Create/Link - Electrical (Residential) Sub-Permit
- Create/Link - Mechanical (Residential) Sub-Permit
- Create/Link - Plumbing (Residential) Sub-Permit
- Plan Review (BLDR) (Addition)
- Confirm All Permit Fees Invoiced and Paid
- Create/Print - Permit Card
- Fire Stopping (RES-BLDG) -

**Available Actions**

No Actions

**Note:**

You will not see fees until we invoice.

In the pre screening process we will send one or two invoices depending on the permit type.

We send both invoices up front because, currently, this is the only way we can have the customer see the total amount of permit fees associated (Remember that you cannot see fees until we invoice them).

The invoice with plan review fees must be paid right so we can initiate plan review.

The fee in the second invoice can be paid upon receipt, or can be paid prior to permit issuance.