

PERMIT NUMBER:



PERMIT APPLICATION

Town of Highland Beach 3614 S. Ocean Boulevard Highland Beach, FL 33487 (561) 278-4540 Fax (561) 278-2606	<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing			
	Parcel #	Zone:	Block:	Lot:

Property Information:	SUBDIVISION:	PC:#	24	43	TWP	SEC
ADDRESS:	UNIT#	SUB	BLK	LOT		

Owner Information/Fee Simple Title Holder:	
NAME:	
ADDRESS:	TELEPHONE:
CITY, STATE ZIP:	FAX:

Contractor Information	License or Competency #:
NAME:	
ADDRESS:	TELEPHONE:
CITY STATE ZIP:	FAX:

Design Professional Information	License or Competency #:
NAME:	
ADDRESS:	TELEPHONE:
CITY STATE ZIP:	FAX:

Bonding Company:

Mortgage Lender Information:	
My Contract is with: <input type="checkbox"/> The Owner: <input type="checkbox"/> Contractor	Indicate all Sub Trades you are providing and/or employing: <input type="checkbox"/> NONE <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Spec Elec <input type="checkbox"/> Roofing <input type="checkbox"/> Paving <input type="checkbox"/> Irrigation <input type="checkbox"/> Fire Sprink <input type="checkbox"/> Other <small>Note: ALL Sub Trades MUST file their own Permit Application in addition to being listed here.</small>

Type of Construction:	Fire Sprinklered:	Use:
Scope of Work:		

Value of Construction: \$	Permit Fee: \$
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BLDG DEPT APPROVAL BY:	DATE APPROVED:
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Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

STATE OF FLORIDA
 COUNTY OF _____

Owner/Agent Signature: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____ By: _____
 (Print or type applicants name)

Personally known _____ OR Produced Identification Notary Signature _____

Type of identification produced: _____
 My Commission Expires: _____

Permit Application - Instructions

This form must be used for ALL Permit Applications

GENERAL

All applicable areas must be completed. Application must be legible. Incomplete applications will not be accepted.

CONTRACTOR REGISTRATION

Contractor must have a current registration with the Town Of Highland Beach. Applications will not be processed unless all registration information has been provided. Contractors address and telephone number information provided on this application does not automatically update your registration information. It is your responsibility to notify the Town if any information on your registration application changes.

SIGNATURE AND APPROVALS

Signer MUST print or type name, in appropriate space, if we cannot read the signature, we cannot tell who signed the application.

Applicant/Qualifier MUST provide notarized signature. We do not accept a Letter of Authorization or a Power of Attorney for Qualifier unless it is issued for a specific permit application at a specific address.

NOTICE OF COMMENCEMENT

Florida State Statute requires all permit types of \$2500.00 or more to have a notice of commencement recorded with the Clerk of the Circuit Court prior to 1st inspection (except HVAC less than \$7, 500.00). You must supply a copy of the recorded notice of commencement to the Building Department.

OTHER REQUIREMENTS

A copy of the contract bearing the owner's signature showing the scope and contract amount for the work must be attached to this application.

The Value of Construction is based on the retail value of the work, including all labor, materials, contractors' fees, etc. The value of materials supplied by others that are incorporated in the job are considered part of the value of the work.

Prime contractors must indicate all sub-trades and specialties they are providing.

All documents, plans, product approvals, etc. MUST be submitted in duplicate.

Sub-trade applications must list types and sizes of equipment being added or replaced.

Any other documents and information as requested by the Building Official.

Permits expire if no activity takes place for 180 days. All permits require a final inspection.

TERMINATION/ABANDONMENT

The contractor is responsible for work done under a permit until the Town is notified in writing of his/her withdrawal from job.