



Impact Fee Office
2300 N. Jog Road
West Palm Beach, FL 33406
(561) 233-5025

Instructions for Municipality Impact Fee Applicants

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 Operations are from 8:00 AM to 4:30 PM

The permit applicant shall deliver the following information to Planning, Zoning, and Building (PZB) in order to have the impact fees calculated:

ITEM	NUMBER OF COPIES
COMPLETED IMPACT FEE QUESTIONNAIRE	1
TWO FULL SETS OF SIGNED & SEALED CONSTRUCTION PLANS	2
COMPLETED APPLICATION FOR EXISTING USE	1
CREDIT WITH SUPPORTING DOCUMENTATION (i.e.: signed & sealed survey, signed & sealed construction plans, or a property record card).	

The applicant will pay the total impact fees to the PZB Department cashier, and checks should be made payable to: **Board of County Commissioners Palm Beach County** or paid via the internet by using the following payment link:
https://www.pbcgov.org/ePZB.Admin.WebSPA/#/PanelContainer/Online_Payments_gcc02.safelinks.protection.outlook.com

A receipt will be issued to the applicant showing impact fees have been paid. The PZB Department Permit Technician will stamp both sets of construction plans with a stamp that shows the impact fees have been paid.

The receipt and stamped construction plans 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.