



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO - 059
Issued: 04/03/12
Effective: 04/03/12**

SUBJECT: PHASED PERMIT APPROVAL / FOUNDATION PERMITS

AUTHORITY: Palm Beach County Amendments to the Florida Building Code, Section 105.13 of Chapter 1 Administration

PURPOSE: The purpose of this PPM is to outline the Building Division's guidelines for the issuance of Phased Permit Approval, including "Foundation Only" permits. When an application has been filed for a permit to erect or enlarge a building, the Building Official may, at his/her discretion, issue a special permit for the phasing of such structure. Examples of phasing may include foundation only, shell, or other phasing at the Building Official's discretion. Progression of the structure beyond the phased scope of work, without the expressed written consent of the Building Official, may result in the issuance of a "stop work" order or revocation of the issued permit.

POLICY: Request for a Phased/Foundation permit shall be made to the Building Permit Technician and/or Plans Examiner Supervisor(s) or his/her designee(s). The "phased" portion of the permit application documents will be reviewed for code compliance and if found in compliance, will be issued a Phased Permit. Two complete sets of plans must be submitted with updated pages as a revision, after the phased permit is issued, in order to expand the scope of the phased permit to a full permit, and revision fees will apply in accordance with the Building Division's fee schedule. The Applicant will be provided with a revision number to track the balance of their plans.

- Applicant must pay all fees and have approvals of all applicable agencies, prior to the issuance of a phased permit.
- The Special Foundation/Phased Permit form (PBO.059 Form 100) must be fully executed and signed by all parties involved.

If the Phased Permit is requested during a plan review process, the same procedure as listed above must be adhered to, except a Building Permit Technician is not needed to verify the request. Phased Permits are not "Fast-tracked", unless expedited review has been requested and approved, and appropriate expediting fees have been paid, as applies.

Phased permits are typically issued when the submitted plans can not be approved for building code compliance, for all aspects of the building. All other agencies approvals, required for the proposed construction, must be secured, since provisions for this process are contained only within the building code. This process is not to be confused with the Zoning term of phasing, used when only a portion of a building on an approved site plan is to be constructed.

PROCEDURE: The Permit Tech will inform the Plan Review Supervisor of all requests for phased permits. The Plans Examiner Supervisor or his/her designee shall inform the applicant of the phased permit fee in accordance with the fee schedule, and provide the applicant with the Special Foundation/Phased Permit form (PBO.059 Form 100 attached). Upon review, if proper conditions exist, a phased permit may be issued. The plans examiner will include a temporary further description of phased permit in the "Proposed Use" field on the EPZB scope of work of work screen. The Plans Examiner will note or stamp the approved plans accordingly as foundation / phased only.

The Plan Review Supervisor will verify that the Special Foundation / Phased Permit form has been filled out, and fees have been assessed for the phased permit request, in accordance with the Building Division's fee schedule. The Plans Examiner Supervisor may place automated "HOLDS" on the job, including inspection holds, as deemed necessary to ensure the scope of work delineated, is not exceeded. The Plans Examiner or Supervisor will personally deliver plans to ATIC to insure that Data Processing Staff is informed to issue as a phased permit only. Data Issuance staff **must** use the tab on the bottom of the ePZB routing screen to issue a Foundation/Phased Permit.

When a revision has been approved to upgrade to a full permit, and the Plans Examiner has determined the permit no longer needs to be classified as a phased permit, he/she shall delete any reference to foundation/phased permit in the "Further Description", and "Proposed Use" fields on the ePZB "Scope of Work" screen, and coordinate with their Supervisor to confirm that no holds remain. The Record Office Copy of the phased permit plans shall be attached to the Record Office Copy of the full construction documents, when the final review is complete. The Plans Examiner or Supervisor will personally deliver plans to ATIC to insure that Data Processing Staff is informed to upgrade to the issuance of a full, standard permit. After upgrading, a new permit card with full permit status designated, shall be attached to the customer's set of plans, prior to delivery to the cashier for pick-up.

Supersession History:

1. PPM# PBO-059, issued 06/01/89
2. PPM# PBO-059, issued 03/01/91
3. PPM# PBO-059, issued 04/03/12


Director



**PALM BEACH COUNTY
PLANNING, ZONING & BUILDING DEPARTMENT
BUILDING DIVISION**

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SPECIAL PHASED/ FOUNDATION PERMIT

In accordance with provisions of the Palm Beach County Amendments to the Florida Building Code, current edition, the following is noted:

Section 105.13 Phased Permit Approval

After Submittal of the appropriate construction documents, the Building Official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted. The holder of such permit for foundation or other parts of a building or structure shall proceed at the holders own risk with building operation and without assurance that a permit for the entire structure will be granted. Corrections may be required to meet the requirements of the technical codes. This provision is only for the Florida Building Code; all other Agency approvals necessary for construction must be secured prior to this provision being applied.

Applicant hereby requests that a Special Phased/Foundation Permit be issued for the referenced permit application. The applicant and other relevant parties acknowledge and accept the conditions for a Phased/Foundation Permit cited in section 105.13 of the Palm Beach County Amendments to the Florida Building Code.

Project Name: _____

Project Address: _____

Permit Request (PR) Number: _____

Acknowledgement and Acceptance:

Owner: _____ Signature _____ Date: _____
(Print name)

Contractor: _____ Signature _____ Date: _____
(Print name)

Architect: _____ Signature _____ Date: _____
(Print name)

Engineer: _____ Signature _____ Date: _____
(Print name)