



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

**Rebecca D. Caldwell, Director**

**PPM#: PBO-060  
Issued: 04/19/12  
Effective: 04/19/12**

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**SUBJECT: ANNUAL E-SUB/FAX PERMIT PROGRAM NO-FEE SUB-PERMIT**

**AUTHORITY:** Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration.

**PURPOSE:** The purpose of this PPM is to set forth the guidelines to follow in accepting and issuing sub-permits through the E-SUB/FAX Program.

**POLICY:** No-fee sub-permits may be issued if the applicant meets the following criteria:

- Complete the E-SUB/ Fax Application
- Submit the annual \$200.00 fee
- Provide copy of active license

**PROCEDURE:** Building Division Permit Center will accept the E-Sub/Fax Program Application, copy of the active license and refer the customer to the cashier with an invoice for the \$200.00 fee.

The Building Division ePZB automated program will maintain the list of current customers participating in this Program.

**Supersession History:**

1. PPM# PBO-060, issued 03/15/91
2. PPM# PBO-060, effective 03/18/91
3. PPM# PBO-060, effective 03/03/94
4. PPM# PBO-060, effective 04/25/03
5. PPM# PBO-060, effective 08/06/03
6. PPM# PBO-060, issued 04/19/12

  
Director

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