

**TO: ALL BUILDING DIVISION PERSONNEL**

**FROM: DOUG WISE  
BUILDING DIVISION DIRECTOR**

**PREPARED BY: BUILDING DIVISION**

**SUBJECT: PLATTING AS A PRE-REQUISITE FOR PROCESSING  
PERMIT APPLICATIONS**

**PPM #: PB-O-109**

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| <u><b>ISSUE DATE</b></u> | <u><b>EFFECTIVE DATE</b></u> |
| April 4, 2012            | March 20, 2024               |

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**PURPOSE:**

To recognize that the Parcel Control Number (PCN) must be supplied for the assignment of Addressing, and permit application processing, including accessing automated Geographic Information System shared agency program data; resulting in platting as a necessary prerequisite to application acceptance. The PCN is the common “key” to the history and associated program data for individual parcels.

**UPDATES:**

Future updates to this PPM are the responsibility of the Building Division Director, or the Deputy Building Official under the authority of the Director of the Building Division.

**AUTHORITY:**

Section 105, Palm Beach County Amendments to the Florida Building Code; Palm Beach County Unified Land Development Code (ULDC) Article 1.A.1.D.1.a. and Article 11. A.4.B.2

**POLICY:**

Typically, platting is one of the minimum threshold requirements that must be satisfied prior to acceptance of permit applications by the Building Division. An application shall be considered incomplete, if the platting requirements of the ULDC have not been satisfied prior to submission of the application, *EXCEPT* for ULDC special cases listed below. Association of a parcel with its PCN is an essential part of the application processing,

This policy shall not establish platting as the exclusive threshold requirement that must be met prior to acceptance of permit applications. Nothing herein shall be construed to prevent Conceptual Review of building plans for building code compliance, prior to a permit application.

**EXCEPTIONS:** The following expedited review processes may apply to:

- Proposed Work Force Housing Program (WHP) and Affordable Housing Program (AHP) Development.
- Temporary structures, permanent structures having a temporary use, and ancillary structures such as fences, buffer walls and guardhouses. These types of structures may receive a building permit

prior to recordation of the Final Plat for the property only when the use and location have been approved by the DRO and shown on the approved Final Subdivision Plan. However, such approval shall not in any way relieve the developer from the obligation to correct any and all non-conforming setbacks, separations, or encroachments due to inconsistencies between the location of said structures and lot, street, or easement boundaries as established by the applicable recorded plat.

- Type II or Type III DRO Concurrent process which allows the applicant to submit a Building Permit application **concurrently** with applications for Final Site Plan, Drainage, Plat (under Type II) and other Land Development permit applications.
- Limited amount of Site Development.

## **PROCEDURE:**

### 1. **Processing of Applications**

The routing and review of permit applications shall be in accordance with PBO-081. A Plan Review Number (PR#) shall be assigned, upon acceptance of an application, after a sufficiency review, which vests the applicant to comply with the current building and technical codes, and pay Building Division permit fees in effect on the PR# application date. Impact fees are finalized date of issuance. Such vesting is lost, if the permit application becomes inactive. Impact Fees are finalized at the date of issuance.

### 2. **Processing of Pre-application Conceptual Reviews**

Prior to all required entitlements being satisfied, an owner, contractor or designer may request a conceptual review. The conceptual review of the building plans will include one round of review, unless otherwise requested. Said reviews will not vest or otherwise guarantee an approval on any given site. Additional fees for additional reviews will be assessed and paid by the customer. Fees for conceptual reviews must be prepaid, and shall be assessed in accordance with the Building Division's current fee schedule. Conceptual reviews will be assigned a tracking number. Plan review staff will follow normal procedures for review and comments will be sent to the customer identifying plan deficiencies, citing the appropriate code section. The acceptance of a plan for a conceptual review in no way vests the applicant for Building Division permit fees or Impact Fees.

3. Nothing herein shall prohibit expediting of a permit under the direction of the Director of the Building Division or Executive Director of Planning, Zoning, and Building Department under extraordinary conditions.



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**DOUG WISE**  
**BUILDING DIVISION DIRECTOR**

## **Supersession History**

1. PPM# PBO-109, issued 03/20/00
2. PPM# PBO-109, issued 05/01
3. PPM# PBO-109, issued 06/01
4. PPM# PBO-109, issued 09/31
5. PPM# PBO-109, issued 10/03
6. PPM# PBO-109, issued 04/04/12
7. PPM# PBO-109, issued 02/12/24
8. PPM# PB-O-109, revised 3/08/24