



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

Rebecca D. Caldwell, Director

**PPM#: PBO-113  
Issued: 04/26/12  
Effective: 04/26/12**

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- SUBJECT:** RUSH AND AFFIDAVIT PERMITS (does not include Private Provider Permits)
- AUTHORITY:** Section 104, Duties and Powers of the Building Official and Section 105.14, Permits Issued on Basis of Affidavit - Palm Beach County Amendments to the Florida Building Code
- PURPOSE:** To establish guidelines for processing of permit applications for:  
→ Rush Permits  
→ Permits by Affidavit
- POLICY:** Applicants shall have optional use of the permitting procedures contained herein, with the approval of the Building Official or Deputy Building Official, provided regulations and limits of approval from agencies outside Building Division are respected. "At Risk" shall not grant applicants the freedom to disregard land use, drainage, wetlands, traffic capacity, and other types of adopted Non-Building Code regulations. The Building Code allows procedures for such permits at the applicant's risk, but grants no exemption from conditions of construction legally existing from federal, state or local agencies or regulations, outside of the Building Code or Division requirements.
- PROCEDURE:**
1. Request for Rush Permit or Permit by Affidavit permit shall be in writing signed by both the Owner and Builder and shall
    - . State the conditions leading to the exceptional request.
    - . Acknowledge special fees will be paid.
    - . Recite and accept conditions of the building code section detailing the requested process:
      - (1) RUSH: Sec. 104
      - (2) AFFIDAVITS: Sec. 105.14

2. Prompt review of the Applicant's written request by the Building Official or Designee shall result in written direction to staff on processing through the Permit Center. Such direction shall insure no required approval from agencies outside the Building Division are ignored or missing. PZ&B Executive Director shall decide any request for ULDC exceptions.

3. No plan review need be done prior to permit on Affidavit Permits, but issuance shall not occur until outside agencies have approved. Plan Review shall be done in due process and critiques indicating lack of code compliance shall be sent via EPZB Fax and or E-Mail, informing Owner, Designer, Affidavit Entity, Contractor and Inspections of the corrections required prior to CO.

4. After the permit is issued, all normal procedures for inspections shall be followed on Rush permits. On Affidavit Permits, Inspection Certificates are required per Sec.105.14, but County Inspectors shall make unrequested, onsite visits to assure that no code questions or concerns exist. Special attention shall be directed to any code violations indicated by plan review after permitting, since the C/O cannot be issued unless said violations are resolved during construction. Should evidence from such inspection visits indicate the design professional providing Affidavit and Certificates is outside their area of competency, details shall be provided to the Building Official for use in filing the facts with State DPBR, as a complaint against the design professional.

5. Certificates of Completion or Occupancy shall be issued as required by code, upon approval by all inspecting agencies and of final inspections by Building Division County Inspectors.

**Supersession History:**

1. PPM# PBO-113 issued 12/31/02
2. PPM# PBO-113 issued 02/12/03
3. PPM# PBO-113 issued 04/26/12

  
Director