

## **How to Obtain A Board of Director's Signature On A South Palm Beach Permit Application**

Many **home improvements require a permit** from the Town of South Palm Beach Building Department.  
*(Please consult the Town's Building Department for 'when a permit is needed')*

In order to submit a **Permit Application** to the Building Department, The Town of South Palm Beach **requires a signature** from a Co-op Assn's Representative (a Board Member) on the Application.

Shareholders can **get that signature** on a Building Permit Application **by submitting:**

1. A **Completed Tropicana Gardens 'Change Request' Form**, with all 'Application Checklist' items  
AND
2. A **Completed Town of South Palm Beach Building Permit Application**

Please send **both of these completed forms, with all attachments**, to Tropicana's Community Manager,  
Nichole Ware:  
NWare@GRSMgt.com

*We are sorry, but incomplete requests can not be processed.*

When both forms have been signed by the Assn's Representative, they will be returned to you via email.

*Please note: The Town of South Palm Beach has permitting information **and their ON-LINE ONLY**  
Permit Application Submission link on their Website... some helpful links are:*

<https://www.southpalmbeach.com/building>  
<https://www.southpalmbeach.com/building/page/building-department-forms>  
<https://www.southpalmbeach.com/building>  
<https://mgoconnect.org/cp/project-type?SectionID=1>

**Questions?** The Town's Building Department can be reached by email: [Permits@SouthPalmBeach.com](mailto:Permits@SouthPalmBeach.com)  
And, they are open for phone calls and walk-ins between 9am and 2pm, M-F.

Owners, please fill out...

Tropicana Gardens, Inc

C/O GRS Community Management
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463
Phone 561-641-8554
Fax 561-641-9448

www.grsmgt.com

EXTERIOR OR INTERIOR REMODEL CHANGE REQUEST FORM

Please type or print all information

Property Owner(s): \_\_\_\_\_ Apt: # \_\_\_\_\_

Name of Contractor or Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Telephone: \_\_\_\_\_
Owner Owner Email

Type of Change

Application Checklist

- ( ) Replacement of Windows
( ) Replacement of Door(s)
( ) Installation of Hurricane shutters
( ) Remodeling: \_\_\_\_\_
( ) Other: \_\_\_\_\_
( ) Other: \_\_\_\_\_
( ) This Application signed and dated
( ) If exterior change, attach photos of product
( ) Copy of Contractor License attached
( ) Copy of Contractor General Liability Insurance
( ) Copy of Contractor Workers Compensation Ins.
( ) Confirm Permit Requirements w/Town of SPB

\*\*A current Certificate of Liability Insurance and Workers Compensation naming the Tropicana Gardens as "Certificate Holder" is needed from your contractor

DESCRIPTION OF WORK TO BE DONE Please describe your proposed project: \_\_\_\_\_

ACKNOWLEDGEMENT OF APPLICANT

I understand that I must be the property owner to make application to the Association for a change or permit application. The Association reserves the right to request removal if not done according to the submitted and approved specifications.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\* ATTACH PICTURES OF ANY EXTERIOR PRODUCTS, SUCH AS WINDOWS/DOORS - THANK YOU

Date Received by Association \_\_\_\_\_ ( ) APPROVED ( ) DENIED
Committee/Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TOWN OF SOUTH PALM BEACH BUILDING PERMIT APPLICATION

3577 South Ocean Blvd. South Palm Beach, Florida 33480

Job Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Company Address: \_\_\_\_\_ Company E-Mail \_\_\_\_\_

Property Control # \_\_\_\_\_

**The undersigned hereby applies for a permit for:**

New Construction \_\_\_\_\_ Remodeling \_\_\_\_\_ Plumbing \_\_\_\_\_

Single Family \_\_\_\_\_ Electrical \_\_\_\_\_ Other \_\_\_\_\_

Multi-Family \_\_\_\_\_ A/C \_\_\_\_\_ Coastal Armoring Structures \_\_\_\_\_

This permit is issued subject to the applicant complying with all provisions of Florida Statute 161.085 concerning rigid coastal armoring structures and all applicable administrative rules issued to implement same. In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county such as the requirement for HOA/POA/Co-Op/Condo Association's approval, and there may be additional permits required from other government entities such as water management districts and state or federal agencies.

**Please give a brief description of the project:** \_\_\_\_\_

**VALUE OF WORK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(INCLUDE ALL LABOR AND MATERIALS WHETHER HOMEOWNER OR CONTRACTOR PURCHASED)

I hereby submit this application to obtain a permit to perform the work and installations as indicated above. I certify that **NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT, OTHERWISE I WILL BE CHARGED 4 TIMES THE AMOUNT OF THE PERMIT FEE.** I understand that unless the General Contractor has included all Subcontractors work and materials within the total value of his job that a fee will be placed on the sub-permit. I understand that the permit card must be displayed at the jobsite while the work is being performed and until the Final Inspection has been passed. I certify that all the foregoing information is accurate and that all work will be completed in compliance with all applicable laws regulating construction and zoning.

\_\_\_\_\_  
**Homeowner Signature**

\_\_\_\_\_  
**Qualifier Signature**

\_\_\_\_\_  
**HOA/POA/Co-Op/Condo Association's Representative Name (Must Print)**

\_\_\_\_\_  
**HOA/POA/Co-Op/Condo Association's Representative Signature**

I the undersigned Representative of the HOA/POA/Co-Op/Condo Association have reviewed the proposed Building Permit and Plans for **APT.** \_\_\_\_\_ and agree with the work being performed. The HOA/POA/Co-Op/Condo Association acknowledges that the Town is **not** responsible for enforcing any applicable HOA/POA/Co-Op/Condo Association covenant, rule, or regulation.

**OFFICE USE ONLY**

<b>Permit Fee:</b>	<b>Date Permit Issued:</b>
<b>Permit No.</b>	<b>Building Official Signature:</b>
<b>Permit Submitted by:</b>	<b>Permit Picked up by:</b>



## TOWN OF SOUTH PALM BEACH

3577 South Ocean Blvd., South Palm Beach, Florida 33480

Phone: (561) 588-8889

Website: [www.southpalmbeach.com](http://www.southpalmbeach.com) E-Mail: [permits@southpalmbeach.com](mailto:permits@southpalmbeach.com)

# ROOF, AIR CONDITIONING AND WATER HEATER EMERGENCY REPLACEMENT FORM

Florida Building Code Section 105.2.1 allows contractors to replace equipment in an emergency and submit the permit application the following business day without a penalty.

### **PROCEDURES:**

A contractor who is replacing an air conditioning system or water heater prior to applying for a permit **MUST** be registered, and is requested to fill out this form, and return it to the Building Department **prior** to commencing work.

### **Please have the following information ready for the Building Department:**

1. Company Name \_\_\_\_\_
2. Phone Number \_\_\_\_\_
3. Name of Company Qualifier \_\_\_\_\_
4. Name of Person Submitting Information \_\_\_\_\_
5. Property Address for the Installation \_\_\_\_\_
6. Description of work being performed \_\_\_\_\_
7. Approximate Cost of work \_\_\_\_\_
8. Submission Date: \_\_\_\_\_

The contractor can then proceed with the replacement and **must** submit the permit packet the next business day (within 24 hours).

Two (2) copies of the Air Conditioning replacement data sheet and the engineered anchoring detail must be submitted with the AC Building Permit application. A Building Permit is required for a Water Heater change out – requirement of an Electric Building Permit to be determined.

A contractor who fails to adhere to the above code and does not submit the permit package within one (1) business day, will be subject to a permit fee of four (4) times the amount.