

## PERMIT & CONTRACTOR INFORMATION

### BUILDING CODE REQUIREMENTS

The Town of Lake Clarke Shores follows the requirements of the Florida Building Code to ensure that safe and accepted building materials and techniques are used for all new construction, renovations, additions or repairs to buildings. All municipalities in Palm Beach County as well as the State use these codes.

### BUILDING PERMITS AND INSPECTIONS

Permits are necessary to ensure that the building code requirements are met. Inspections are done during different phases of the job to make sure that the installation is done properly and that the correct material is used for the job.

Almost every type of construction requires a building permit to be obtained and posted on site PRIOR to beginning the work, whether it is a new building, an addition, a remodeling job (including installation of kitchen cabinets) or a repair. For example: the installation of a shed, fence, shutters, driveway, bulkhead, dock or screen enclosure requires a permit. Plumbing, air-conditioning, electrical and roofing work require permits. Repairs to these items also require permits. Painting, carpeting and tile do not require a permit.

If you, as the homeowner, are not doing the work yourself – you should always hire licensed and insured contractors.

### TIPS FOR USING CONTRACTORS

- **All contractors that work within the Town limits must be registered with the Town.** They must provide the Town with copies of their county business tax receipt, their certificate of competency and proof of insurance coverage, which includes worker's compensation insurance.
- Get estimates from several contractors and have all terms for the work put in writing.
- Ask for and verify all contractor references.
- **IF A PERMIT IS NEEDED, HAVE THE CONTRACTOR APPLY FOR AND OBTAIN IT.** The person that pulls the permit is the one that is responsible for the work that is performed under that permit. If YOU pull the permit YOU would be responsible for faulty or incorrect work that was done. You would also be responsible for all injuries that could happen to the workers and any damage that might be done to your own or your neighbor's property. If the CONTRACTOR pulls the permit, HIS contractor's license is at risk if the job was not done according specifications or if any problems arise from the work that was done. THEY would be liable for any injuries or damage that may occur.
- **FINAL INSPECTIONS ARE REQUIRED ON ALL BUILDING PERMITS.** When inspections have been completed, the inspector will sign the appropriate line(s) on the permit card.
- Make sure that a permit has been obtained and is on site BEFORE any work begins. There is no statute of limitation for work performed without a permit. If the work was done without a permit and is later identified as such, you will be required to obtain the proper permits and inspections. You could be charged up to 4 times the normal permit fee for starting the job without a permit.
- Keep copies of permits for your records.

Contact the Building Department at 964-1515 ext. 14 if you have any questions concerning the permitting process, if you want to know if a permit is required for the job or to verify if a contractor is registered with the Town.

### CONTRACTOR COMPLAINTS

If you experience problems with your contractor or the work performed, you can file a complaint with the Department of Business and Professional Regulation or the Palm Beach County Construction Industry Licensing Board, depending on the type of certificate that the contractor holds.

If the contractor is certified with the State of Florida, contact the Department of Business and Professional Regulations. They can be reached at:

Department of Business and Professional Regulation  
Division of Regulation/Compliance  
Consumer Services  
1940 N Monroe St  
Tallahassee FL 32399-0782  
(850) 487-1395  
[www.myflorida.com/dbpr](http://www.myflorida.com/dbpr)

If the contractor is registered with the State or has a Palm Beach County certificate of competency, contact the Palm Beach County Construction Industry Licensing Board. They can be reached at:

Palm Beach County Construction Industry Licensing Board  
2300 N Jog Rd  
West Palm Beach FL 33411  
(561) 233-5525  
[www.co.palm-beach.fl.us/pzb/contractors](http://www.co.palm-beach.fl.us/pzb/contractors)

Complaint forms can also be picked up at the Town of Lake Clarke Shores Building Department.