

IMPORTANT PHONE NUMBERS

PALM BEACH COUNTY

2300 N. JOG RD # 2W01-2W14
WEST PALM BEACH FL 33411

RECORDING DEPARTMENT

205 N. DIXIE HWY 4TH FLOOR
WEST PALM BEACH FL 33401
561-355-2991

IMPACT FEE OFFICE

561-233-0525

CONTRACTOR'S CERTIFICATION

561-233-5525/5530

ADMINISTRATIVE OFFICE

561-233-5100

PROPERTY APPRAISER'S OFFICE

301 N. OLIVE AVE
WEST PALM BEACH FL 33401
561-355-2881

WWW.PBCGOV.COM/PAPA

WORKER'S COMPENSATION

3111 S. DIXIE HWY., #123
WEST PALM BEACH, FL 33405
561-837-5716
FAX 561-837-5416

CITY OF WEST PALM

BEACH

CITY HALL
401 CLEMATIS ST
WEST PALM BEACH FL 33401

PLANNING, ZONING, HISTORIC PRESERVATION, & LANDSCAPING

2ND FLOOR CITY HALL
561-822-1461

FIRE DEPARTMENT INSPECTIONS LINE

561-804-4724

ENGINEERING DEPARTMENT

4TH FLOOR CITY HALL
561-494-1040
RIGHT-OF-WAY PERMITS
561-494-1128
GREASE TRAPS
561-822-2065

POLICE DEPARTMENT BURGLAR ALARMS

600 BANYAN BLVD
WEST PALM BEACH FL 33401
561-822-1942

CODE ENFORCEMENT DEPARTMENT

1ST FLOOR CITY HALL
561-822-1465



CITY OF WEST PALM BEACH DEVELOPMENT SERVICES DEPARTMENT BUILDING DIVISION 401 CLEMATIS ST WEST PALM BEACH, FL 33401

Email: ds@wpb.org
(Permit questions, contractor registration updates, NOCs)

Email: expiredpermits@wpb.org
(Expired permit requests and questions)

Email: permitlibrarian@wpb.org
(Plan review coordinator questions)

Email: businessstax@wpb.org
(Business tax and rental tax applications and questions)

**BUILDING DIVISION MAIN PHONE NUMBER
(561) 805-6700**

USE OUR EPL SYSTEM – www.wpb.org/epl

APPLY FOR PERMITS

CHECK THE STATUS OF YOUR PERMIT

PAY AN INVOICE

SUBMIT AND RESUBMIT DIGITALLY FOR PLAN REVIEW

READ PLAN REVIEWER COMMENTS

DOWNLOAD YOUR PERMIT CARD AND PLANS

SCHEDULE INSPECTIONS

**FIND OUT WHO YOUR INSPECTOR IS
AND MORE**

**BUSINESS TAX IS STILL BASED IN OUR eGOV PORTAL
<https://onestopshop.wpbgov.com/egovplus/>**

Rev. 12/24/2024

BUILDING DIVISION: Use the prefix (561) 805 plus the 4-digit number listed:

FRONT COUNTER – TURNAROUND/SUB-PERMITS AND BUSINESS TAX

805-6700 – ds@wpb.org – businessstax@wpb.org

JON MARCHANT (Permit & Tax Supervisor)	6737
Susan Palmer (Permit & Tax Specialist II)	6685
Selma Holder (Permit & Tax Specialist II)	6686
Beverlee Bennett (Permit & Tax Specialist II)	6683
Tequesta Gordon (Permit & Tax Specialist II)	6663
Julienne Ortiz (Permit & Tax Specialist II)	6693
Tiffany Leung (Permit & Tax Specialist)	6653
Marcia Davis (Permit & Tax Specialist)	6688
Tramaine Shelton (Permit & Tax Specialist)	6689

PERMIT LIBRARIANS/PLAN REVIEW COORDINATORS--permitlibrarian@wpb.org

Laura Marchant (Plans Review Librarian)	6658
Andrew McGregor (Plans Review Librarian)	6749
Cari DeCoeur (Plans Review Librarian)	6687
Vacant (Plans Review Librarian)	XXXX

PLAN REVIEW

SAMANTHA HILL (Chief Plans Examiner)	6724
Julio Gomez (Commercial Combination Plans Examiner)	6712
Robert McDougal (Commercial Combination Plans Examiner)	6714
Chris Throop (Building Plans Examiner)	6726
Roger McPherson (Building Plans Examiner)	6716
Denis Lopez-Alba (Building Plans Examiner)	6651
David Antoine (Building Plans Examiner)	6740
Ignacio Gneco (Building Plans Examiner)	6738
Vacant (Building Plans Examiner)	XXXX
Vacant (Mechanical Plans Examiner)	XXXX
Jake Leahy (Electrical Plans Examiner)	6713
Mike Peterson (Electrical Plans Examiner)	6746
Chris Cole (Plumbing Plans Examiner)	6719
Vacant (Plumbing Plans Examiner)	XXXX
Caroline Puell (Addressing Coordinator)	6659
Mike Orio (GIS/Flood Reviewer)	494-1080
Plans Examiner on Call (Rotates)	6727
Zoning Planner on Call (Permits & Business Tax) (Rotates)	822-1461

BUILDING INSPECTORS

RICHARD BRUNELLE (Chief Building Inspector)	6670
Richard McCoy	6671
Joe Valdes	6674
Laurie Hagens	6680
Sol Yamush	6667
Kevin Pennington	6722
Raymond Stevenson	494-1090
Elisabet Diaz	6709
Tom Moore – Construction Inspection Coordinator	6669
Peter Valenti – Construction Inspection Coordinator	6673

ELECTRICAL INSPECTORS

PHIL PETTY (Chief Electrical Inspector)	6742
Dan Kempa	6741
Jay (Jonathan) Cooley	6743
Royce Laverty	6744

MECHANICAL INSPECTORS

CHRIS MONTELLO (Chief Mechanical Inspector)	6732
Alberto Fernandez	6735
Michael Kendra	6733

PLUMBING INSPECTORS

RYAN BROWN (Chief Plumbing Inspector)	6692
Gary Salfelder	6694
Thomas Widemer	6695
Vacant	XXXX

ADMINISTRATION

Craig McPherson (Customer Service Assoc./Records Requests)	6684
Kathleen Perre (Administrative Assistant II)	6682
Sharon Prince-Ellis (Administrative Assistant II)	6681
Charmaine Williams (Administrative Assistant I)	6739
Lucy Flanigan (Senior Accounting Clerk)	6668

BUILDING OFFICIALS

ROBERT BROWN (Chief Building Official)	6652
Richard Gathright (Assistant Building Official)	6679
Jim Baker (Assistant Building Official)	6710
Vacant (Assistant Building Official)	XXXX

CITY WPB BUILDING INSPECTION CODES

EPL IVR SYSTEM: Our inspection codes have changed. Most have the same three-digit base code as always, but **COMMERCIAL** property permits now have a prefix of **1** while **RESIDENTIAL** property permits have a prefix of **2**. No # sign. **In order to schedule you will need your permit's unique six-digit IVR number from the Civic Access portal permit record.**

CODE COMMERCIAL BUILDING

1101 Building Pre-Inspection
1103 Drywall/Fastening
1104 Final/CO
1105 Footing
1106 Framing
1107 Insulation
1108 Lath/Metal
1109 Pool Deck
1110 Pool Steel
1111 Roof Framing
1112 Roof Metal/Tin Tag
1113 Sidewalk & Driveway
1114 Slab
1115 Stem Wall
1116 Tie-Down/Trailers
1117 Wall Sheathing
1118 Roof Sheathing
1119 Buck/Flashing

1120 Beam Column
1121 Roofing In-Progress
1124 Framing Anchors/Straps
1125 Fire Stopping
121 Onsite Consultation
1128 Monolithic Slab
1143 Miscellaneous Inspection
149 TCO Inspection

CODE COM. ELECTRICAL

1201 Generator Test
1202 Slab/Underground
1203 Final
1204 Rough – Above Ceiling
1205 Rough – In Wall
1206 Service Change
1207 Temporary Power
1208 Elec. Pre-Inspection
1209 Permanent Power
1210 Meter Check
1211 Early Power Release
1213 Pool Deck Bonding
1214 Pool Niche Bonding
1243 Miscellaneous Inspection
1216 Onsite Consultation
249 TCO Inspection

CODE COMMERCIAL GAS

1401 Gas Pre-Inspection
1402 Final
1403 Rough-In
1404 Rough Medical Gas
1405 Final Medical Gas
1406 LP Tank

1407 Pool Heater
1408 Underground Gas
1409 Gas Pressure Test
1443 Miscellaneous Inspection
411 Gas Onsite Consult
449 TCO Inspection

CODE COMMERCIAL MECHANICAL/HVAC

1601 Mech. Pre-Inspection
1602 Final
1603 Fire Sprinkler Pipe
1604 Rough
1605 Smoke Control/Stair Pressure
1606 Fuel Storage/Delivery
1607 Mech. Pressure Test
1610 Underground Tank
1611 Above-Ground Tank
1612 Fuel Line Pressure Test
1613 Fire Damper Framing
1614 Fire Damper Clearance
1615 Fire Damper
1616 Underground Exhaust
1617 Duct Wrap
1618 Hood Fire Suppression
1619 Sleeve Pressure Test
1643 Miscellaneous
618 Onsite Consultation
649 TCO Inspection

CODE COM. PLUMBING

1701 Sewer Service Lateral
1702 Water Service Lateral
1703 Final

1704 1st Rough – Under Slab
1705 2nd Rough – Top Out
1707 Pool Perimeter Piping
1708 Main Drain
1710 Plumb. Pre-Inspection
1711 Storm Drainage
1712 Final Storm Drainage
1743 Miscellaneous
749 TCO Inspection

CODE RESIDENTIAL BUILDING

2101 Building Pre-Inspection
2103 Drywall/Fastening
2104 Final/CO
2105 Footing
2106 Framing
2107 Insulation
2108 Lath/Metal
2109 Pool Deck
2110 Pool Steel
2111 Roof Framing
2112 Roof Metal/Tin Tag
2113 Sidewalk & Driveway
2114 Slab
2115 Stem Wall
2116 Tie-Down/Trailers
2117 Wall Sheathing
2118 Roof Sheathing
2119 Buck/Flashing
2120 Beam Column
2121 Roofing In-Progress
2124 Framing Anchors/Straps
2125 Fire Stopping
2128 Monolithic Slab

2143 Miscellaneous
Inspection
199 TCO Inspection

CODE RES. ELECTRICAL

2201 Generator Test
2202 Slab/Underground
2203 Final
2204 Rough – Above Ceiling
2205 Rough – In Wall
2206 Service Change
2207 Temporary Power
2208 Elec. Pre-Inspection
2209 Permanent Power
2210 Meter Check
2211 Early Power Release
2213 Pool Deck Bonding
2214 Pool Niche Bonding
2243 Miscellaneous
Inspection
2216 Onsite Consultation
299 TCO Inspection

CODE RESIDENTIAL GAS

2401 Gas Pre-Inspection
2402 Final
2403 Rough-In
2404 Rough Medical Gas
2405 Final Medical Gas
2406 LP Tank
2407 Pool Heater
2408 Underground Gas
2409 Gas Pressure Test
2443 Miscellaneous
Inspection
461 Gas Onsite Consult

499 TCO Inspection

**CODE RESIDENTIAL
MECHANICAL/HVAC**

2601 Mech. Pre-Inspection
2602 Final
2603 Fire Sprinkler Pipe
2604 Rough
2605 Smoke Control/Stair
Pressure
2606 Fuel Storage/Delivery
2607 Mech. Pressure Test
2610 Underground Tank
2611 Above-Ground Fuel Tank
2612 Fuel Line Pressure Test
2613 Fire Damper Framing
2614 Fire Damper Clearance
2615 Fire Damper
2616 Underground Exhaust
2617 Duct Wrap
2618 Hood Fire Suppression
2643 Miscellaneous
669 Onsite Consultation
699 TCO Inspection

**CODE RESIDENTIAL
PLUMBING**

2701 Sewer Service Lateral
2702 Water Service Lateral
2703 Final
2704 1st Rough – Under Slab
2705 2nd Rough – Top Out
2707 Pool Perimeter Piping
2708 Main Drain
2710 Plumb. Pre-Inspection
2711 Storm Drainage

2743 Miscellaneous
799 TCO Inspection

CODE ENGINEERING

801 Rough Inspection
802 Final Inspection

CODE FIRE

301 Fire Alarm Test
131 Fire Final
303 Fire Main Underground
304 Fire Pump Test
308 Stat Check Temp Appr.
309 Fire Pre-Inspection
310 Sprinkler Head
Inspection
311 Fire Pressure Test

CODE LANDSCAPE/ZONING

501 Landscape Pre-
Inspection
502 Landscape Final
503 Initial Inspection
504 Vegetation Removal
505 Tree Alteration Final
507 Zoning Final
511 TCO Inspection

**BUILDING DIVISION
WEBPAGES**

**Development Services Dept
homepage:**

<https://www.wpb.org/Departments/Development-Services>

PERMITS

**Civic Access portal (submit
permit applications):**

<https://westpalmbeachfl-energovpub.tylerhost.net/Apps/SelfService#/home>

**Guides on how to use Civic
Access:**

<https://www.wpb.org/epl>

Forms and Documents:

<https://www.wpb.org/Departments/Development-Services/Forms-and-Documents>

**Permit Planner Portal (plan
your construction project):**

<https://permit-planner.wpb.org/>

BUSINESS TAX (eGov portal)

<https://onestopshop.wpbgov.com/eGovPlus/license/buslic.aspx>