



DEVELOPMENT SERVICES DEPARTMENT  
401 Clematis St.  
West Palm Beach, FL 33401  
Telephone: 561/805-6700  
Fax: 561/805-6676

## **HOW TO APPLY FOR A SHED, DRIVEWAY OR RIGHT OF WAY PERMIT**

THE DEVELOPMENT SERVICES DEPARTMENT, LOCATED ON THE 1<sup>ST</sup> FLOOR AT 401 CLEMATIS ST, IS OPEN FROM 8:00 AM TO 5:00 PM DAILY. MONDAY THROUGH FRIDAY EXCLUDING CITY HOLIDAYS.

**SHED:** YOU WILL NEED ONE (1) COPY OF YOUR RECORDED WARRANTY DEED, TAX BILL, OR HOMESTEAD EXEMPTION CARD, TWO (2) COPIES EACH OF A SURVEY, SLAB AND TIE DOWN DETAILS, AND CONSTRUCTION DETAILS.

Sheds may not be placed in front of the front wall of the main building, or between the main building and any street in a corner lot. They may be built in side and rear setbacks provided they are a minimum of five feet from all side and rear lot lines.

**DRIVEWAY (See Below):** YOU WILL NEED ONE (1) COPY RECORDED WARRANTY DEED, TAX BILL, OR HOMESTEAD EXEMPTION CARD. TWO (2) COPIES EACH OF A SURVEY INDICATING WHERE THE DRIVEWAY WILL BE, AND ALL APPLICABLE MEASUREMENTS.

**RIGHT-OF-WAY:** You may refer to City of West Palm Beach Engineering Department internet site for forms and publications to obtain latest standard driveway detail standards. Any question may be directed to City of West Palm Beach Engineering Department at (561) 494-1040 or email: <http://wpbfl.us/Departments/Engineering-Public-Works/Engineering-Services>

A driveway shall be accompanied by landscaping. The lesser of 1000 square feet or 75% of the front yard area must be landscaped. A driveway may not be closer than 25 feet to a corner. It may not be wider than 30 feet or less than 10 feet across.

**PERMIT FEES:** Are based on the contract value or the value of the time and materials.

Your inspection can be scheduled by calling **(561) 805-6700** or by visiting our One-Stop-Shop at [www.cityofwpb.com](http://www.cityofwpb.com), please have your permit number and password ready.

*“An Equal Opportunity Employer”*