



December 30, 2022

Re: Enrollment or Renewal – Annual Online Decal Permits with Random Inspections for Code Compliance Assurance (a.k.a. Decal Program)

Dear Contractor:

Your firm is enrolling, or has participated in an alternative permitting process authorized by Section 102.2.5 (4) and 105.1 of the Palm Beach County Amendments of the Florida Building Code. This process (Online Decal Program) is only for the replacement of non-structural component building systems in a residential dwelling unit. It provides an opportunity for quick permitting, when the installation meets the programs requirements.

Requirements in the current Building Code have affected the authoritative basis of this program when dwelling units are located in mapped flood hazard areas. Replacement equipment must be installed at or above the finish floor elevation of the habitable area of the dwelling unit, and you will be required to attest to that installation criteria going forward.

The following link (<https://discover.pbcgov.org/pzb/building/Pages/Forms.aspx>) will take you to the Registration Application and the Policy and Procedure Memorandum (PPM) PBO#111. Please read the PPM carefully, as it outlines your responsibilities as a contractor on this program. You will also find eligibility requirements and a FAQ for online decal permit issuance for you to read. Upon completion, contractors are to apply for the annual permit by going into their portal and **Request to register in Decal Program**. At this point, the non-refundable registration fee of \$125.00 is paid. Contractors should continue to monitor their portal account to see if the application was accepted, returned or declined. Commencing on 01/03/2023, the annual permit is created and the balance due of \$125.00 will appear in the portal for payment.

An Important Note: It is **your** responsibility as the contractor to provide full disclosure to your customers regarding their permitting options with the County prior to applying the decal online permit by giving them the Annual Permit and Random Inspection program flyer. If your customer wants a guaranteed inspection of your installation, a traditional permit is required. If they are comfortable with the fact that your installation may not receive an inspection from the County, and the installation meets the program requirements, the decal program can be utilized; however, they must consent to a scheduled inspection if chosen as the random quality control installation.

Once the Decal Online permit has been issued, your customer is to be provided with the Online Decal permit and, if a mechanical contractor, an AC change out form.

Each permit/program application will be reviewed and approved by the appropriate Chief Inspector. Continued participation in this program is based upon your performance. Please be aware that it is based upon random inspection verification of high quality, code-compliant installations, and govern your work accordingly.

Sincerely,


John Blake, Deputy Building Official
Signing for
Douglas Wise, Building Official

**Department of Planning,
Zoning & Building**

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