



CITY OF PALM BEACH GARDENS MEMORANDUM

DATE: September 23, 2009

FROM: Jennifer Mikulski, Resource Manager *Jm*

SUBJECT: Annual “Over the Counter (OTC) Sub Permit Fax/Email Program”

The Over the Counter (OTC) Sub-Permit Fax/Email Program is a voluntary program designed to assist customers in obtaining OTC sub-permits in a timely manner, without the requirement of sending an employee or permit runner to the Building Division for processing. The following conditions apply to participate in the program:

1. The customer must be registered as an active contractor with the City of Palm Beach Gardens.
2. The customer must be a participant in the OTC Sub-Permit Fax/Email Program (application attached) and have paid the \$200 annual program participation fee. This fee is not pro-rated or refundable and registration expires annually on September 30th.
3. Participation in this program with a current and active contractor registration allows for a waiver of any administrative fees associated with the issuance of OTC sub-permits applied for as part of the program. If a participant seeks OTC sub-permit submittal and issuance in person at the Building Division, the administrative fees will apply to each permit issued.
4. All permit applications must be made on the City’s OTC Sub-Permit Application form, and be in compliance with standard application procedures.
5. All permit applications received during normal business hours of 8:00 am – 4:30 pm will be processed on the same day. Applications received after normal business hours will be processed by the end of the next business day. Issued permits will be returned to the customer via the same method of submittal.
6. All insurance and licensure requirements must be current at the time of submittal. The applicant will be notified immediately of any deficiencies and the processing of the application will be delayed until such time as the items are received and updated, but in no instance shall be held for more than one business day. If the deficiencies noted are not received within one business day, the application will be deemed null and void.
7. The master permit must be issued prior to the date of application for the OTC sub-permit. If the master permit has not been issued, the customer requesting the OTC sub-permit will be notified of same and the application will be deemed null and void. A new OTC sub-permit application must then be submitted once the master permit has been issued.
8. The customer assumes the responsibility for ensuring the current and active status of their registration with the City and assumes all responsibility to ensure their OTC sub-permit application is processed and OTC sub-permit received prior to any work commencing, per Florida Statutes.

Registration for the OTC Sub-Permit Fax/Email Program constitutes acknowledgement of the conditions set forth in this memo.



2009/2010 OVER THE COUNTER (OTC) SUB-PERMIT FAX/EMAIL PROGRAM APPLICATION

To qualify for application to this program, you must currently hold an active Contractor Registration with the City of Palm Beach Gardens.

Name of Contractor _____

Qualifier Name _____ License # _____

Contractor Address _____ Suite _____

Mailing Address (if different) _____ Suite _____

Telephone Number _____

Fax Number _____

Email _____

Please note that a separate application and registration fee for this program must be made for each qualifier within any given organization wishing to participate in the program. In addition, a separate application and registration fee must be made for each trade requesting to participate in the program, regardless of qualifier, within any given organization.

I, _____, (qualifier) do hereby assume all liability and understand that my notarized signature will be required on all applications made to the City of Palm Beach Gardens. Further, I understand that this program is voluntary, and that no refund or proration is available for fees paid to participate in the program. I understand that permits will not be issued to me unless all minimum permitting requirements have been met including, but not limited to, insurance and licensing requirements, as well as the issuance of the master permit related to each respective project. Applications for permit received after 4:30 pm on a business day will be processed the following business day. I understand that it is my responsibility to ensure that a permit is received prior to any work commencing or I may be subject to penalty fees as set forth in the City's Master Fees and Charges Schedule.

Qualifier Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

(Name of person acknowledging) (Print, type or stamp Commissioned Name of Notary Public)

Notary _____
(Signature of Notary Public)

Personally Known _____ OR Produced Identification _____
Type of Identification _____

