

Palm Beach Permit & Timeline Checklist

Palm Beach County Permit & Timeline Checklist

Opening or relocating a commercial location — from buildinpalmbeach.com

1. Jurisdiction first. Confirm whether your address is inside one of 39 municipal building departments or unincorporated county (ePZB). Mailing city ≠ jurisdiction. - ☐ Jurisdiction confirmed by address lookup or call - ☐ Current certificate of occupancy obtained from landlord; permitted use read - ☐ Change of use ruled in or out (office→medical, retail→restaurant, etc.)

2. Pre-lease diligence. - ☐ Contractor walk-through completed; budget range in hand (48-hour range via buildinpalmbeach.com) - ☐ Parking, signage rights, exclusives checked - ☐ TI allowance + free-rent build-out period negotiated against the real budget - ☐ Design-review overlays checked (Boca standards, Delray historic districts)

3. Design & permitting (plan 7-18 weeks). - ☐ Architect/designer engaged; permit-ready drawings (3-8 weeks) - ☐ Landlord plan approval (towers and managed centers) - ☐ Building + fire plan review submitted complete (4-10 weeks) - ☐ Long-lead items ordered at permit submission

4. Construction (8-20 weeks by space type). - ☐ Demo → MEP rough → rough inspections → finishes → final inspections - ☐ Weekly milestone check against opening date

5. Opening. - ☐ Final inspections passed; certificate of occupancy issued - ☐ Local business tax receipt (municipality) - ☐ Agency licenses where applicable (DBPR food/lodging, AHCA healthcare) - ☐ Utilities, Google Business Profile, signage permits

Directional guidance verified September 2026. Confirm fees and process with the city or county office that has jurisdiction. Not legal advice.