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155 F Road • Loxahatchee Groves, Florida 33470 • Telephone (561) 793-2418 • Fax (561) 793-2420 •  
www.loxahatcheegrovesfl.gov

### **BUILDING PERMIT SUBMISSION REQUIREMENTS**

Building permit applications should be completed in full and submitted to the Town's planner or permit technician at Town Hall. Town Hall is located at 155 F Road. A permit application will not be accepted by Town Staff for processing if it is determined to be incomplete. If you have any questions on how to fill out the permit application, you can set an appointment with the Town's planner or permit technician for assistance via email at [permits@loxahatcheegroves.gov](mailto:permits@loxahatcheegroves.gov)

1. Three (3) original, complete sets of the Palm Beach County Building Permit Application. Applications may also be emailed to [permits@loxahatcheegroves.gov](mailto:permits@loxahatcheegroves.gov).

Completed Application sets include:

- a. The Applications must be signed and notarized, as per Section 7 (Owner) and Section 8 (Contractor).
- b. Signed agent affidavit, if applicable.
- c. Boundary survey - survey must be completed within the past two (2) years.
- d. Hard copies of all applicable plans, drawings, specifications must be included.
- e. Water retention and drainage plan.

**Please Note:** The Town's planner or permit technician will review the building permit request for consistency with the Town's zoning and code or ordinances. If consistent with the Town's codes, you will be contacted to pick-up 2 of the 3 permit sets to submit to the PBC Building Division. The main office for the PBC Building Division is located at 2300 N Jog Road, West Palm Beach, FL 33411-2741. If you have requested digital review, copies of the approved plans will be provided via email.

2. The Application fee is \$61.00, per Application submission. Payments may be made via cash or check. Checks should be made out to the Town of Loxahatchee Groves.
3. In addition to the Application, digital copies are required of all plans, drawings and surveys.
4. Provide a complete description of the proposed work on the application.

#### **Helpful Links:**

**Town of Loxahatchee Groves website:** <http://www.loxahatcheegrovesfl.gov/>

**Town of Loxahatchee Groves Unified Land Development Code (ULDC):**  
[https://library.municode.com/fl/loxahatchee\\_groves/codes/unified\\_land\\_development\\_code](https://library.municode.com/fl/loxahatchee_groves/codes/unified_land_development_code)

**PBC Building Division website:** <http://discover.pbcgov.org/pzb/building/Pages/default.aspx>

***Please Note: If the Applications are determined to be incomplete, the Town reserves the right to reject the applications.***

March 2020