



## Irrigation Modification Permit Step-by-Step

Below are the requirements to apply for a backflow permit on an irrigation system. All requirements must be met for the permit to be issued.

### Permits applied for by a licensed and insured plumber:

1. Contractor must apply [ONLINE](#) by submitting a Universal Permit [Application](#).
2. The application must include a contract for the work on the company's letterhead with the job address, job value, and scope of the work. The contract must be signed by the homeowner and the contractor.

### Permits applied for by the property owner:

For the Owner/Builder permit only, the customer may apply [online](#) or by dropping off paperwork at the drop box in front of the Building Department at 200 NE 2<sup>nd</sup> Avenue. Only the property owner as listed in [Palm Beach County's Property Appraiser](#) can apply for the permit.

An Owner/Builder permit cannot be used for a property owned by a company. If the property is owned by a Trust, please provide a copy of the trust documents indicating whom is the trustee.

All Owner/Builder permits must include the following documents. If dropping off hard copies, please make sure you have all documents completed. If submitting online, you may scan all documents.

1. [Submittal](#) form. This form is needed so the Building Department can contact you. Make sure your contact information is accurate and complete. Do not fill in the Permit Number or Contractor name as the Owner/Builder.
2. Universal Permit [Application](#) filled out in its entirety. Section 7 and 8 of the application must be signed and notarized regardless of the job value. For Owner/Builder, the owner completes both sections.
3. Owner Builder Disclosure [Statement](#). This form must be notarized.
4. Brief statement describing the work scope and approximate value. The statement must show the property address and be signed by the homeowner.

If you have any questions, please email [BuildingPermits@myboca.us](mailto:BuildingPermits@myboca.us) or call 561-393-7930.