



Town of Highland Beach

Building Department • 3616 South Ocean Blvd., Highland Beach, Florida 33487

Website: www.highlandbeach.us • Phone: 561-278-4540 • Fax: 561-278-2606

Jeffrey Massie, Building Official
Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach, FL 33487

Contractor: _____
Address: _____
City, ST, Zip: _____
License #: _____

Re: **BUILDING PERMIT APPLICATION #** _____ **Job Address** _____

Please allow this letter to serve as a formal request to allow work to commence for the above referenced location prior to the issuance of the permit. This request is being made pursuant to, and in accordance with the provisions of the Palm Beach County Administrative Amendments to the Florida Building Code, effective January 1, 2018, Section 105.12, which states:

“Work starting before permit issuance.”- Upon prior written approval of the Building Official... the scope of work delineated in the building permit application and plan may be started prior to the final approval and issuance of the permit, provided any work completed is entirely at risk of the permit applicant and the work does not proceed past the first required inspection.

_____ asserts that all work will be performed as represented on the plans Submitted with the application and in accordance with the Florida Building Code. It is Understood that the Florida Building Code may require changes to the proposed scope of work and applicant hereby agrees to indemnify and hold harmless, the Town of Highland Beach, it’s employees and agents (including the Building Official) from any legal action or damages resulting from the approval to commence work, and that any work is entirely at risk of the Permit applicant. At no point will the work progress past the point of the first required inspection for each discipline.

We understand the risks and responsibilities associated with this request and appreciate your consideration in this matter.

Sincerely yours,

Signature of Qualifier Date

Signature of Owner/Tenant Date

Printed Name of Qualifier and License #

Printed Name of Owner/Tenant

STATE OF FLORIDA – COUNTY OF PALM BEACH
Sworn to (or affirmed) and subscribed before me
This _____ day of _____, 20_____

STATE OF FLORIDA – COUNTY OF PALM BEACH
Sworn to (or affirmed) and subscribed before me
This _____ day of _____, 20_____

NOTARY’s signature
Name and Title (printed) _____
Personally known ___ or I.D. _____

NOTARY’s signature
Name and Title (printed) _____
Personally known ___ or I.D. _____

Building Official’s signature below indicates the request has been approved.

Jeffrey Massie
Building Official