



*"The Capital City of the Palm Beaches"*

CONSTRUCTION SERVICES DEPARTMENT  
P O BOX 3366  
West Palm Beach FL 33402  
Telephone: 561/805-6700  
FAX: 561/805-6676

## **HOW TO APPLY FOR A SHED, DRIVEWAY OR RIGHT OF WAY PERMIT**

THE CONSTRUCTION SERVICES DEPARTMENT, LOCATED ON THE 3<sup>RD</sup> FLOOR AT 200 2<sup>ND</sup> STREET, IS OPEN FROM 8:00 AM TO 5:00 PM DAILY. MONDAY THROUGH FRIDAY EXCLUDING CITY HOLIDAYS.

**SHED:** YOU WILL NEED ONE (1) COPY OF YOUR RECORDED WARRANTY DEED, TAX BILL, OR HOMESTEAD EXEMPTION CARD, TWO (2) COPIES EACH OF A SURVEY, SLAB AND TIE DOWN DETAILS, AND CONSTRUCTION DETAILS.

Sheds may not be placed in front of the front wall of the main building, or between the main building and any street in a corner lot. They may be built in side and rear setbacks provided they are a minimum of five feet from all side and rear lot lines.

**DRIVEWAY (See Below):** YOU WILL NEED ONE (1) COPY OF YOUR RIGHT-OF-WAY PERMIT, RECORDED WARRANTY DEED, TAX BILL, OR HOMESTEAD EXEMPTION CARD. TWO (2) COPIES EACH OF A SURVEY INDICATING WHERE THE DRIVEWAY WILL BE, AND ALL APPLICABLE MEASUREMENTS.

A driveway shall be accompanied by landscaping. The lesser of 1000 square feet or 75% of the front yard area must be landscaped. A driveway may not be closer than 25 feet to a corner. It may not be wider than 30 feet or less than 10 feet across.

**RIGHT-OF-WAY PERMIT:** Before applying for a driveway permit you must first apply for a Right-of-Way Permit. Please contact the Engineering Services Department at (561) 494-1040 before commencing the work and for a final inspection. For details and specification of City standards, contact the Engineering Services Department. They are located at 1000 45<sup>th</sup> St.

**PERMIT FEES:** Are based on the contract value or the value of the time and materials.

Your inspection can be scheduled by calling **(561) 805-6700** or by visiting our One-Stop-Shop at **[www.cityofwpb.com](http://www.cityofwpb.com)**, please have your permit number and password ready.