

Civic Access - Apply for Right of Way Permit (ROW)

- Click Apply and select PERMITS.
- Click categories on the upper left side.
- Select the Right of Way category and select the permit you are applying for.

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) **PERMITS** [PLANS](#)

< Hide Categories

- All
- PERMITS 147**
- All 147
- Commercial Building 29
- Demolition 6
- Electrical 23
- Engineering Permits 3
- Fire 4
- Gas 2
- Landscape 4
- Lien Reduction 2
- Mechanical 15
- Miscellaneous 4
- Other 3
- Plumbing 11
- Residential Building 22
- Right-of-Way 1**
- + PLANS 75

ENG SCP - Sidewalk Café Permit [Apply](#)

Category Name: Description:
Right-of-Way Copy of Business Tax, Copy of original Certificate of Insurance, Copy of liquor license (if applicable), Two copies of layout drawing, Photo, drawing or manufacture information of outdoor furniture, Notarized affidavit from property owner.

Right-of-Way | Communication Facilities - Application Only [Apply](#)

Category Name: Description:
Right-of-Way Submit a Wireless Communication Facility Application to the City of West Palm Beach.

Right-of-Way | ENG A - Special/Public Event [Apply](#)

Category Name: Description:
Right-of-Way Drop off or delivery of materials(more than one hour), Placing cranes or High lifts in right-of-way, Placing dumpsters or POD's,etc, in right-of-way, Pest control tenting, Other (please explain).

Right-of-Way | ENG B - Utility Service Maintenance/Construction [Apply](#)

Category Name: Description:
Right-of-Way Water, Sewer or Drainage within the right-of-way or easement of the City of West Palm Beach.

Right-of-Way | ENG C - Residential Right-of-Way/Construction [Apply](#)

Category Name: Description:
Right-of-Way Sidewalk repair or installation, Work within green area between roadway and sidewalk, Other (please explain).

Right-of-Way | ENG D - Building Maintenance/Construction [Apply](#)

Category Name: Description:
Right-of-Way Remolding/Painting/Pressure Cleaning, etc, Placing a Dumpster (not on private property), Erecting or Dismantling and/or erecting/placing a Crane, Placing a High Lift, Storing building materials, Other (please explain).

Right-of-Way | ENG E - Street/Block Construction [Apply](#)

Category Name: Description:
Right-of-Way Construction or work in right-of-way requiring street or sidewalk closure, Detours, Not specifically covered by permit types A-D, Other (please explain).

Right-of-Way | ENG F - Telecom Maintenance/Construction [Apply](#)

Category Name: Description:
Right-of-Way This permit type is reserved exclusively for maintenance or construction completed by registered telecommunication companies. Telecommunications companies must be registered with both the Florida Department of Commerce and the City of West Palm Beach as a telecommunications company at the time of permitting. Any company wishing to install cell poles must submit a Wireless Communication Facility Application to the City of West Palm Beach, AT&T, Comcast, Verizon, etc.

Right-of-Way | ENG G - FPL Maintenance/Construction [Apply](#)

Category Name: Description:
Right-of-Way This permit type is reserved exclusively for maintenance or construction completed by Florida Power & Light.

1. Enter your address to search

Putting the full address may cause search engine to produce many results.

Start with short version of your address to see what populates.

For example I typed in "401 CLE" and got the result I wanted.

If I typed in the full address I would see many more results because I have increased the search criteria.



You need to select the address from any that are provided.

I only have one result here, but I still need to select it.

Hit "Add" to add that address to the permit.

Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction

REQUIRED



LOCATIONS

Type: Location
401 Clematis St , West Palm Beach, FL, 33401

Main Address

Parcel Number
74434321010160010

Main Parcel

Remove

Location

Add Location

+

Create Template

Save Draft

Next

Note: Right of Way permits will be able to use spatial collection to create a feature that while show your location as a point or shape on map instead of using address.

Currently, customers cannot apply with spatial collection so please enter project main address.

Contact Engineering Department at 561-494-1040

Click Next to move to **Permit Details**.

Permit type is locked in because it was selected in the apply screen.

This cannot be changed so if you're not sure about what type to make, contact Engineering 561-494-1040

Note: You can save application as a draft and if you want to select a different permit type just delete the draft and start over.

2. On this tab you will enter a description.

Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction

*REQUIRED



PERMIT DETAILS

* Permit Type

* Description

Buttons: Back, Create Template, Save Draft, Next

All fields with red asterisks need to be filled out to move to next tab. Click next when complete to move on to Contacts.

3. Select the Contractor and owner.

Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction

*REQUIRED



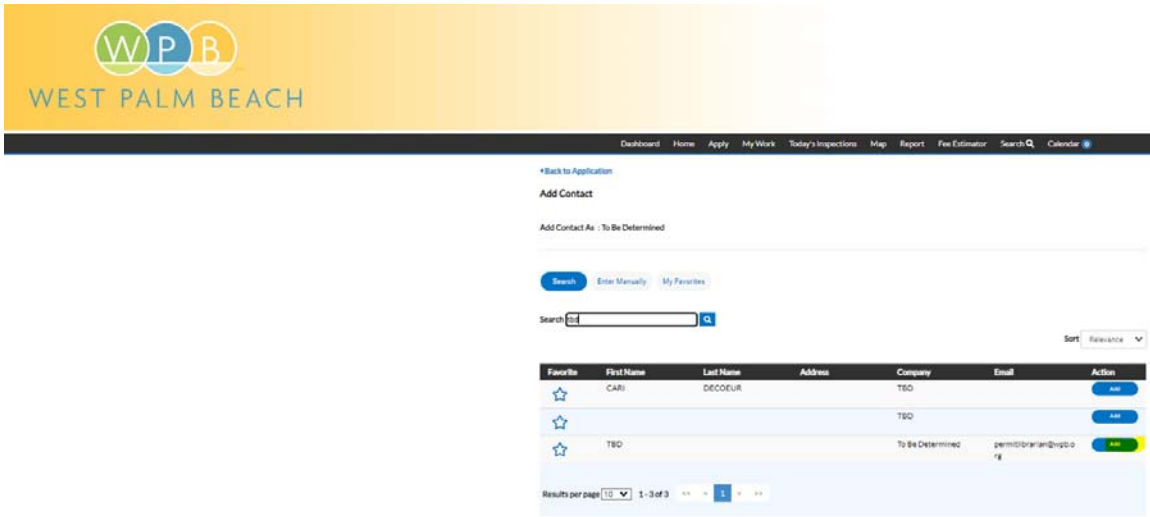
CONTACTS

Please provide the contact information for the Applicant. If applicable, additional contacts may also be provided (e.g. Owner, Contractor, Agent, Attorney, Engineer, Surveyor, etc.).

<p>Applicant</p> <p>Dylan Battles (You)</p> <p>107 Fairways Ln.</p>	<p>Contractor</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Owner</p> <p>Add Contact</p> <p>+</p> <p>REQUIRED</p>	<p>Select Type</p> <p>Add Contact</p> <p>+</p>
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Buttons: Back, Create Template, Save Draft, Next

You will need to enter the contractor name and click add.



Once completed click next to move on to **More Info** tab.

4. More info is where we gather information unique to each permit type.

Any field with a red asterisk needs to be filled out to move to the next tab.

Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction

*REQUIRED



MORE INFO

Please fill out all relevant fields as they pertain to your application. Fields marked with an asterisk (*) are required.

General

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Anticipated Project Start Date

*Project Duration (in days)

Location of Closure

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Location of Closure Details			
+ Add Row			
	Location of Closure	Date(s)	Times of Closure

Estimated Fee Calc: Roadway Closures

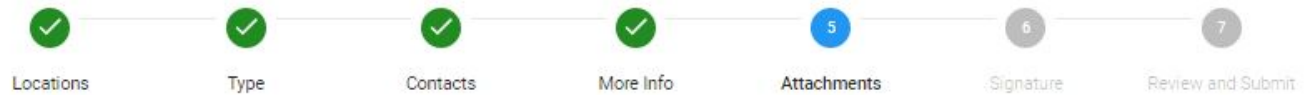
[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Roadway Closures Details				
+ Add Row				
	Roadway Closure Lane	Roadway Closure Number of Days	Roadway Closure LF	Roadway Closure Per Lane ...

Once all fields are filled out you can hit next to move onto **Documents** tab.

5. This is where you upload all documents for your ROW permit
Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction

*REQUIRED



Attachments

Please click on the link for City of West Palm Beach ROW Instruction package

<https://www.wpb.org/home/showpublisheddocument/4089/637715496712270000>

The Attachments section displays four blue upload containers. The first three are labeled 'Application', 'MOT (Maintenance of Traffic)', and 'Proof of Insurance', each with 'Add Attachment' and a plus sign icon, and a 'REQUIRED' tag at the bottom. The fourth container is a general 'Add Attachment' with a 'Select Type' dropdown menu and a list of supported file formats: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf, ... Below the containers are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

This one has three required PDFs to upload.

1. Application
2. MOT
3. Insurance

You can select multiple files to upload into each container, but you cannot add after you upload one. If you need to upload more than one file and you have already added one, delete the one file, reselect multiple files and upload all.

The screenshot shows the West Palm Beach application interface. At the top is the WPB logo and 'WEST PALM BEACH'. Below is a navigation bar with links like 'Dashboard', 'Home', 'Apply', 'My Work', etc. The main content area shows the 'Attachments' section with the same four upload containers as seen in the previous screenshot. A file explorer window is open over the 'Add Attachment' container, showing a list of files including 'Resub for comments', '001 ARCH PLANS - ABC', '002 S-SHEETS A&P DESIGN', '003 ELECTRICAL by DB ELEC', '004 MECH PLANS LEON', '005 PLUMB SHEETS BOB TANKS', 'Application', 'Energy Calcs', 'Product Approvals Combined', 'Site Plan', and 'Survey'.



Attachments

Please click on the link for City of West Palm Beach ROW Instruction package

<https://www.wpb.org/home/showpublisheddocument/4089/637715496712270000>

A screenshot of the 'Attachments' section. It features three white cards, each with a red Adobe PDF icon. The first card is titled 'Application' and shows 'Application.pdf' with a size of 0.65 KB and a 'Remove' button. The second card is titled 'MOT (Maintenance of Traffic)' and shows 'MOT.pdf' with a size of 0.65 KB and a 'Remove' button. The third card is titled 'Proof of Insurance' and shows 'Proof of Insurance.pdf' with a size of 0.65 KB and a 'Remove' button. To the right of these cards is a blue 'Add Attachment' button with a white plus sign. Below the plus sign, it lists supported file types: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf... At the bottom of the page, there are navigation buttons: 'Back', 'Create Template', 'Save Draft', and 'Next' (which is highlighted in yellow).

Supporting documents and misc. documents can be uploaded in the end tile labeled “Add Attachment”..

Select the document from the dropdown list (choose other if unknown). You can add multiple files at once if they are the same document type (Product Approval would be an example).

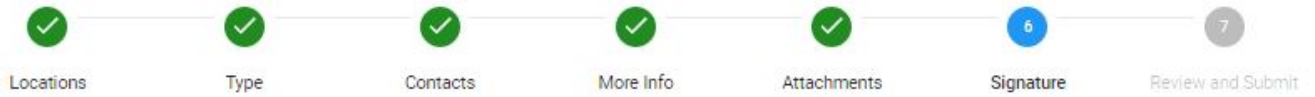
Once all files are uploaded hit next to move on to **Signature**.

6. Type your initials and either free hand signature in the box, or select “Enable Type Signature”

If you select that option, you type your name in the field to the right and it shows up in the signature box.

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***REQUIRED**




SIGNATURE

(I) (WE) affirm and certify that (I) (WE) understand and will comply with the provisions and regulations of the City of West Palm Beach Zoning and Land Development Regulations. (I) (WE) further certify that the above statements and the statements and showings made in any submittal herewith are true to the best of (my) (our) knowledge and belief. Further, (I) (WE) understand that the application, attachments and fees become part of the Official Records of the Development Services Department – Planning Division and are not returnable. (I) (WE) also recognize that if one or more deficiencies exist in the application, (I) (WE) will be notified of the deficient items, and the department shall take no further action on the application until the required information is submitted. (I) (WE) understand that misrepresentation of information contained within this application may be cause to void any development approvals associated with this application.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Dylan Battles
June, 02 2023



Back

Create Template

Save Draft

Next

Click next to move on to **Review and submit**.

7. You should now see all green checks.

- If you missed something you will be prompted to go fix.
- Before you hit submit scroll all the way down and verify all info.

**Check your estimated fees because once you submit you will not see fees until we invoice.*

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Q Calendar

Apply for Permit - Right-of-Way | ENG C - Residential Right-of-Way/Construction *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

[Submit](#)

Locations

Location	401 Clematis St, West Palm Beach, FL, 33401
Parcel Number	74434321010160010

Basic Info

Type	Right-of-Way ENG C - Residential Right-of-Way/Construction
Description	Description Required
Applied Date	06/02/2023

Contacts

Applicant	Dylan Battles 107 Fairways Ln, .
Contractor	Dylan Battles 401 Clematis ST, West Palm Beach, FL, . 33401
Owner	Dylan Battles 401 Clematis ST, West Palm Beach, FL, . 33401

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
ENG-1A (Engineering Application Fee) - 90	\$225.00
ENG-7B (Traffic Plan Review)	\$175.00

Total: \$400.00

More Info

General

Anticipated Project Start Date [Next Section](#) | [Top](#) | [Main Menu](#)

Project Duration (in days) 90

Location of Closure [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Location of Closure	Dat(e)s	Times of Closure
Location of Closure	Dat(e)s	Times of Closure

Click **“submit”** to have your permit submitted.