



Guidelines for Digital Submissions

Initial Submission

Please be aware that the City of Lake Worth Beach encourages all building permit submissions to be digital. Payments must be submitted by utilizing the drop box located outside of the Building Division or by mail.

Please note, hard-copy submittals remain available through the drop box outside of the Building Division at 1900 2nd Avenue North, Lake Worth Beach, FL 33461. A digitization fee will be charged for hard-copy submittals.

Drop Box Hours: Monday to Friday | 8 AM to 4 PM

Digital/Electronic Signatures on Plans

All plans that would normally be sealed must be electronically or digitally sealed before uploading.

All drawings must be uploaded as single-sheet PDFs. In addition, the PDF sheets must be unlocked to allow digital stamping by plan reviewers. Each PDF sheet must be electronically signed/sealed.

Product approvals must be submitted as a complete set PDF (all pages combined).

Applications

All applications that require notarized signatures must be signed and notarized before uploading.

All application must be uploaded as PDFs.

Online Building Permit Application

Please click the link to access the online application: <https://portal.lakeworthbeachfl.gov/online-services/building-permit-application/>

Although not required, creating an online account is strongly recommended. The online account allows you to manage several applications and easily upload resubmittals. Please click the link to create an online account: <https://portal.lakeworthbeachfl.gov/online-registration/>

For a list of required files that must be submitted with the online application, please refer to the "Checklists" section of the Building Division Webpage: <https://lakeworthbeachfl.gov/community-sustainability/building-permits/>

If you need any further assistance, please contact the Building Division at bpermits@lakeworthbeachfl.gov or (561) 586-1647.