



**SCHOOL DISTRICT PALM BEACH COUNTY
BUILDING CODE SERVICES
CODE INTERPRETATION**

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<http://www.palmbeachschools.org/buildingdepartment/Documents.asp>

Subject Title: Re-Signing Projects
 Applicable Code: FBC, 2020, Section 105 PERMITS
 Date: March 8, 2011 Revised: May 10, 2023

Question:

When is a permit required for re-signing (room ID signs) projects and under what the requirements/conditions?

Answer:

Permits are required for any re-signage project which results in changing the room/rooms identification. Related work also requires a permit as follows:

- Sign installation
- Electrical panel labeling
- Fire alarm reprogramming
- Intercom system reprogramming

The matrix below identifies the requirements for the permits:

Permit Type	Application from	Drawing requirements	Inspections	Effective date
Sign Installation	Sign installer	Details on sign copy, installation and mounting heights and location plan	Final based on code an permit drawings	Dec. 31, 2020
Electrical Panel Labeling	Outside contractor or district staff (FMC)	Revised panel schedules identifying affected rooms	Final of 10% - 20% of relabeling and 100% of new label system	Dec. 31, 2020
Fire Alarm Reprogramming	Approved Fire Alarm Contractor	Schedule of rooms	Final of 100% of the system	Retroactive to include all projects within last 12 months
Intercom System Reprogramming	Outside contractor or district staff (FMC)	Schedule of rooms	Final of 100% of the system	Retroactive to include all projects within last 12 months

Comment:

- While the Building department is not permitting the Security or EMS system, the reprogramming of these two systems needs coordination with School Police.
- See “Projects with Multiple Contractors” #BD-008 procedure for using the same project number with different contractors on the same project.