



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ info@oceanridgeflorida.com

General Permitting Information

Below is a general guideline of the Town's building permit process and contractor responsibilities.

Building Permits

The following are examples of work that require permitting with the Building Department in Ocean Ridge. This is not a complete list. If you are unsure of what type of job needs a permit or have any questions, please call Town Hall at 561-732-2635.

/ Addition	** Fence/Temp Fence	Re-striping
Air Conditioner	* Fire Sprinkler System	** Remodel
Air Ducts/Handler	Flooring (multifamily)	** Renovation
Alarm System	Garage Door	Resurfacing
** Asphalt	*/** Gas/Propane	**/** Retaining Wall
Awnings	** Gates	Roof/Re-roofing
Balustrade	** Generator	** Screen Enclosure
Bathroom Remodel	Gutters (New)	Seal-coating
**** Boatlift	Hurricane Mitigation	**** Seawall
Central Vacuum	Irrigation System	Seawall Cap
/ Concrete	Kitchen Cabinets/Counters	** Shed (permanent)
Construction Trailer	**/** Landscape	Shutters
/ Decking	Light Fixtures (New)	Shower pan
Demolition	Lightning Protection	**/** Sidewalks
**** Dock	Meter Can	**/** Slab
Doors (exterior)	**/** New Construction	**/** Spa
*** Drainage/Fill/Landscaping	**/** Pavers	Stucco
/ Driveways	Plumbing	Temporary Pole/Power
Drywall	**/** Pool	**/** Wall
Electrical	** Pool Fence	Water Heater
Elevator	Railings	Windows

*Needs Boynton Fire approval. Permit/inspection in addition to our Building Department review/inspection

**Needs Health Department approval.

***To be reviewed by Town Engineer on case by case basis which may have impact on drainage.

****Needs DEP Approval (or letter of exemption).

*Please note: DEP Approval or Commission approval may be required for properties east of Coastal Construction Control Line

Permit Package

Make sure to include the following applicable documents with your permit package. This list is not all inclusive and some additional documentation may be required.

- **Permit Application:** Submit one (1) original completed permit application and no-fee sub permit (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application.
- **License/Insurance:** Copies of the Contractor's Florida State License, Palm Beach County Business Tax Receipt, Certificate of Competency, General Liability Insurance and Worker's Compensation or Exempt must be submitted with permit package (including No-Fee Sub Contractor's permits).
- **Construction Site Management Handbook:** Top page to be signed by contractor or owner and submitted to Town Hall prior to the release of a permit. The handbook is to be kept on the job site attached to the permit package at all times.

- **Plans:** Submit two (2) sets of plans (signed/sealed when required), current survey (if applicable), and/or any back-up material (including highlighted NOAs, etc.). Additional copy required if drainage is impacted.
- **Contract:** Submit two (2) copies of the contractor/proposal between contractor and owner as well as any sub-contractors showing all costs of construction (including labor, material, and any owner supplied materials).
- **Notice of Commencement:** Submit one (1) recorded copy of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$7,500+ for A/C permits). Where to file NOC: County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. Hours: 8AM-5PM
- **Condo Approval:** Multi-family permits need condo association approval. Please include two (2) copies of the approval letter with permit package (minus exact a/c change-out).
- **Additional Forms:** See town's website for additional forms such as: Building Permit Checklist (for new structures and additions), Demolition Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revisions, Roofing Packets and more.
- **Additional Documentation:** Additional documentation may be required prior to submitting permit and/or after the initial zoning/building permit review.
- **Elevation Certificate:** New structures, additions (outside of the existing footprint), and substantially improved permits will need to submit an Elevation Certificate (finished construction) before a Final Building inspection/Certificate of Occupancy will be issued.
- **Proof of Ownership:** Submit Proof of Ownership if owner's name differs from Property Appraiser's website.

Permit Fees

- Permit fees are based on the total cost of the project. Fees are paid at the time of submittal. We accept cash or check only.
- Please see the fee schedule on the town's website for a detailed description.

Permit Approval

- Turnaround time for processing permits is generally 3-5 days for minor permits. However, additions and new structures may take up to 3-5 weeks.
- Owner/Builders and contractors/sub-contractors may not start work until their permit is approved and the permit is posted at the permitted work address.
- Should an owner and/or contractor begin work without a permit, additional fees will be imposed; see Ordinance No. 585 on the town's website.
- Walk-through permits are limited to exact a/c change-outs and exact water heater change-outs.

Inspections

- Inspections required are marked on the front of the yellow permit card.
- The complete approved permit package must be posted and visible to the inspector or the inspection will fail.
- Call Town Hall between 8:30AM - 3:00PM at 561-732-2635 to schedule inspections for the next business day.
- Someone must be present if the inspector needs to access the home, backyard, etc.
- Please leave a secured ladder for inspections that requires a ladder to be there (ex. roofs, a/c units, etc.)
- Inspections must be called in by the contractor within 6 months of the issue date/last inspection or the permit will expire. Permits not under active construction expire after one year.
- If an inspection is at a multi-family unit, please inform Town Hall of unit number, building name, and gate code.
- Inspections typically begin between 8AM-12PM. On occasion, inspectors may run late due to lengthy inspections.
- Every failed inspections will result in a \$50 re-inspection fee to be paid before rescheduling.
- Engineering inspections will be charged \$150.00 each inspection after the first initial inspection.