



TOWN OF OCEAN RIDGE

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

Certificate of Occupancy/Completion Checklist

Permit Address: _____ Permit #: _____
 Contractor/Co. Name: _____
 Contractor/Co. Phone Number or Email: _____

For Official Use Only		
Final Building Inspections	Permit #	Final Date
Building		
Demolition		
Drainage/Landscaping		
Driveway/Walkway		
Electrical		
Fence		
Fire Sprinkler		
Fire Sprinkler (Boynton Fire Dept)		
Gas		
Gas (Boynton Fire Dept)		
Generator		
Irrigation		
Low Voltage		
Mechanical		
Plumbing		
Roofing		
Seawall		
Temp Pole		
Temp Trailer		
Wall		
Outstanding Fees		
Other:		
Other:		
Other:		
Other:		
Other:		
Paperwork Required for C/O		Date Received
As-Built Surveys (include septic & drainfield on survey) (4 copies)		
DEP Final Order (1 copy)		
Elevation Certificate (1 copy)		
Energy Performance Level (EPL) Display Card (1 copy)		
Final Dept. of Transportation (if applicable)		
Final Drainage Certificate for Exfiltration Trench (3 copies)		
Final Drainage/Landscaping Approval Letter		
Final Geotechnical Reports (soil test, pilings, etc.) (3 copies)		
Insulation Certificate (1 copy)		
Nonconversion Agreement (1 recorded copy; if applicable)		
Palm Beach Co. Health Department Inspection (1 copy)		
ROW Permit Parking Returned		
Service Contract for Septic System		
Termite/Pest Control Inspection (1 copy)		

Prepared By: _____ Date: _____