



# 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

## Building Department 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 the Town of Ocean Ridge. This is not a complete list. If you are unsure of what type of work requires a permit or have any questions, please call Town Hall at 561-732-2635.

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

## Permit Process & Information

### 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. Multi-family permit must be pulled by a licensed contractor.
- **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.). An additional copy may be required if drainage is impacted. If drainage/engineering related, submit three (3) sets of plans.
- **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 two (2) recorded/certified copies of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$7,500+ for A/C permits). Where to file NOC: Palm Beach County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. South Palm Beach County Courthouse at 200 W. Atlantic Avenue-Recording Dept., Delray Beach. Phone number: 561-274-1588.
- **Condo/Association Approval:** Multi-family and some common area type permits will need to include association approval. Please include two (2) copies of the approval letter with permit package (minus exact a/c change-out, exact water heater change-out).
- **Additional Documentations and Forms:** Additional documentation may be required prior to submitting permit and/or after the initial zoning/building permit review. See town's website for additional forms such as: Building Permit Checklist (for new structures and additions), Demolition Checklist, Driveway Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revisions, Roofing Packets and more.
- **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 to be paid at the time of submittal. We accept cash or check only.
- Please see the Appendix B of the town's fee schedule on the town's website for fees, penalty fees (work without a permit), re-inspection fees, etc.

### Permit Approval

- Owner/Builders and contractors/sub-contractors may not start work until their permit has been approved and the permit has been posted at the permitted work address.
- 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.
- Failed inspections may 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.

### **Work Hours**

- Contractors may work Monday through Friday from 8AM-6PM and on Saturdays from 8AM-1PM.
- No work on the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day
- No inspections will occur on the above holidays and the following days: Martin Luther King, Jr.'s Day, President's Day, Columbus Day, Veteran's Day, and the day after Thanksgiving.