



# TOWN OF OCEAN RIDGE BUILDING PERMIT APPLICATION

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

### FOR BUILDING DEPARTMENT USE ONLY

Permit Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
PCN: 46-43-45 \_\_\_\_\_  
FBC Version: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ CCCL: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_ Ocean Ridge, FL 33435  
Company Name: \_\_\_\_\_ Point of Contact's Name: \_\_\_\_\_  
Contractor's State Certification No.: \_\_\_\_\_ Contractor's Certificate of Competency No: \_\_\_\_\_  
Point of Contact Phone No.: \_\_\_\_\_ Point of Contact Email: \_\_\_\_\_  
Company Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
General Description of Permitted Work: \_\_\_\_\_

Estimated Cost/Project:\$ \_\_\_\_\_ Please attach a copy of the detailed contract or proposal with permit package. Cost for additions will be evaluated against the county's current market value for calculation of substantial improvements. Payment is due at the time of permit submittal. Balance may be due after issuance of permit.

### Complete the following section for new structures, additions, & remodels in the Special Flood Hazard Area. (\*NAVD datum only)

Flood Zone: \_\_\_\_\_ FIRM Panel Number: \_\_\_\_\_ FIRM Panel Date: \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_ feet

How determined?  FIRM  FIS Water Surface Elevations East of Coastal Construction Control Line?  Yes  No  
If yes, more restrictive requirements prevail.

Unnumbered A Zone \_\_\_\_\_ (BFE = 2 ft above grade unless evidence indicates deeper)

New Building Use and Occupancy \_\_\_\_\_ Risk Category: \_\_\_\_\_ (ASCE 24)

Existing Building. Complete the SI/SD Detailed Construction Cost Breakdown Itemization Package.

Design Flood Elevation: \_\_\_\_\_ feet \_\_\_\_\_ Datum

Proposed lowest floor elevation (A, AE, AH Zones): \_\_\_\_\_ feet above datum\*

FEMA Form 086-0-33 Elevation Certificate required with initial application, upon placement of lowest floor (prior to further vertical construction) and at final inspection. See FBC, B Sec. 107.3.5, Sec. 110.3 and Sec. 1612.5, and FBC, R322.1.10.

Proposed lowest horizontal structural member (V, VE Zones, Coastal A Zones): \_\_\_\_\_ feet above datum\*

Florida Zone V Design Certificate required upon placement of lowest floor (prior to further vertical construction) and at final inspection. See FBC, B. Sec. 107.3.5, Sec. 110.3 and Sec. 1612.5, and FBC R322.3.6.

Proposed dry floodproofed elevation: \_\_\_\_\_ feet above datum\*

FEMA Form 086-0-34 Floodproofing Certificate required with plans. See FBC, B Sec. 107.3.5 and Sec. 1612.5.

**NOTICE:** Application is hereby made to obtain a permit to do the work and installation as indicated on plans and specifications herewith submitted. I certify that this application is complete and accurate. I certify that no work or installation has commenced prior to issuance of this permit and that all work will be in full compliance with the State of Florida building codes, ordinances, and regulations of the Town of Ocean Ridge, Florida, whether herein specified or not. I understand that a separate permit must be secured for electrical, plumbing, gas, pools, heating, air conditioning, walls, and driveways, etc. A copy of the issued permit together with one copy of approved plans and specifications must be kept at the building/project site during progress of work.

**WARNING TO OWNER:** Failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording the Notice of Commencement.

**DISCLAIMER:** A building permit does not grant permission to not comply with any other applicable rules or regulations from any homeowner's or condominium association or other private or governmental entity.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate, that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

**Please see page two for execution and notarization of document.**

**PERMIT EXPIRATION:** As per Florida Building Code (6th Edition) Section 105.4.1 every permit issued shall become invalid unless the work authorized by such permit has commenced within six months after its issuance, or if the work authorized by such permits is suspended or abandoned for a period of six months after the time the work commenced. Additionally, any Building permit work that has not received a certificate of occupancy or certificate of completion within two years from the date of original issuance shall be considered expired as per Florida Building Code (6th Edition) Section 105.4.1.5.

The undersigned hereby submits this application. If this property is located in a special flood hazard area, the work shall be performed as described above and attached hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the local floodplain ordinance and with all other applicable local, State and Federal regulations, including the Town Code of Ordinances and the Florida Building Code.

The undersigned agrees to correct any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable building permit, including elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to any enclosures below the elevated building, including crawl/underfloor spaces. I agree to have the NFIP Elevation Certificate (FEMA Form 086-0-33) completed and signed by a Florida licenses professional surveyor and to submit it as required by the Florida Building Code. I agree to have any deficiencies in the Elevation Certificate corrected.

<b>PROPERTY OWNER/AUTHORIZED AGENT OR OWNER/BUILDER SECTION</b> <i>(if Authorized Agent, attach the Affidavit to Appoint Agent form)</i>	
Property Owner/Duly Authorized Agent/Owner/Builder Signature	
Printed Name/Identification	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me by means of __physical presence or __online notarization, on this _____ day of _____ 20____.	
Notary Signature	Stamp
__Personally Known or __Type of Identification Produced: _____	

<b>CONTRACTOR/QUALIFIER SECTION</b>	
Contractor/Qualifier or Owner/Builder Signature	
Printed Name/Identification	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me by means of __physical presence or __online notarization, on this _____ day of _____ 20____.	
Notary Signature	Stamp
__Personally Known or __Type of Identification Produced: _____	

**FOR BUILDING DEPARTMENT USE ONLY**

**Permit Fees:**

Permit Fee:	\$ _____	2.5% BIF/DCA Total:	\$ _____	Scanning Charge:	\$ _____
Plan Review:	\$ _____	Engineer/Drainage:	\$ _____	Work Without Permit:	\$ _____
Total Amount Due:	\$ _____	Payment Type/Check No. _____	Payment Received By: _____		
Copies Charge:	\$ _____	Balance Due:	\$ _____	Paid/Type/Date: _____	

This permit is to be issued in the name of the  Owner/Builder or the  Licensed Contractor who, as the permit holder of record, will be responsible and liable for the construction and all related processes and procedures.

Permission is hereby granted for construction in accordance with above application and in compliance with the state building, electrical, and plumbing codes and all applicable ordinances of the Town of Ocean Ridge and subject to policies of the Building Inspector in accordance therewith. **Permits may be required by other licensing agencies.**

Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

- Sub-permits reviewed and authorized for over-the-counter issuance:  
     \_\_\_ Electrical \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Roof \_\_\_ Other \_\_\_\_\_
- Plan review and separate permit required for: \_\_\_\_\_



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## General Permitting & 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 the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

*Addition	*Fence/Temp Fence	*Remodel/Renovation
Air Conditioner	*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	*Signs
*Dock	*New Construction	*Slab
Doors (exterior)	*Pavers	Stucco
*Drainage/Fill/Landscaping	Plumbing	*Temporary Pole/Power
*Driveways	*Pool/Spa	*Trees
Drywall	*Pool Fence	*Wall
Electrical & Meter Can	Railings	Water Heater
Elevator	Re-stripping	Windows

\* Indicates that permits may need to be reviewed/inspected by the following: Boynton Beach Fire Department Station Number 5, Palm Beach County Health Department, Florida Department of Environmental Protection, Army Corp of Engineers, Town of Ocean Ridge Town Engineer, and more. This list may not be all-inclusive and may be part of plan review comments. Please contact the Building Department with any questions at 561-732-2635 or via email at [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

## Permit Process & Information

### Permit Package

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

- **Permit Application:** Submit one (1) original completed permit application and sub-permit (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application. A licensed contractor must pull multi-family permit.
- **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 Sub Contractor's permits).
- **Construction Site Management Handbook:** First page to be signed by the contractor or owner/builder 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 signed/sealed plans, 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 the permit package 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, Fence Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revision, Roofing Packet, Substantial Improvement Packet, and more.
- **Elevation Certificate:** Elevation Certificates are required with construction plans, before going vertical, and upon completion of a project. 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. At this time, we only accept cash or check.
- 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.
- Permit processing timeframe may be from 2 weeks to 30 days.

### **Permit Expiration**

- As per Florida Building Code (6th Edition) Section 105.4.1 every permit issued shall become invalid unless the work authorized by such permit is suspended or abandoned for a period of six months after the time the work commenced. Additionally, any Building permit work that has not received a certificate of occupancy or certificate of completion within two years from the date of original issuance shall be considered expired as per Florida Building Code (6th Edition) Section 105.4.1.5.

### **Inspections**

- Inspections required are marked on the front of the yellow permit card. Additional inspections may be required during on-site visits.
- 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.

Should you have any questions regarding the permitting process and procedures, please call the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).