



TOWN OF OCEAN RIDGE

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

Date of Review: _____

Building Permit Package Checklist for new Structures, Additions, Remodels, Substantial Improvement/Substantial Damage

Please call Lisa Burns, Building Clerk, at 561-732-2635 or email LBurns@oceanridgeflorida.com with any questions about this checklist or permit submittal.

Address: _____ Zoning District: _____ Flood Zone: _____

Point of Contact: _____ Company: _____

Point of Contact Phone No.: _____ Email: _____

Permit Description: _____

Applicant must submit the following:

____ Two (2) copies of the Development Plan Review approval by the Planning & Zoning Commission.

____ One (1) original Building Permit Application completed, signed, and notarized.

____ One (1) copy of a detailed signed contract showing the total estimated cost of project (removing separate/stand-alone permits such as docks, fences, gates, generators, pools, seawalls, walls, etc.) The cost of the project means all structural costs, including all materials, labor, appliances, overhead, profit, repairs made to damaged parts of the building worked on at the same time, outside improvements, etc.

____ Payment for Building Permit Fee due upon submittal of permit. (cash or check only).

____ One (1) Substantial Improvement/Substantial Damage Detailed Construction Cost Breakdown Itemization Package. An appraisal may also be required. (if applicable)

____ One (1) copy of the signed Construction Site Management Handbook.

____ One (1) copy of the PBC Property Appraiser's Property Detail Record.

____ One (1) copy of Proof of Ownership.

____ Provide one (1) copy of the Contractor's FLDBPR State Certified License along with Certificate of General Liability Insurance and Worker's Compensation or Exemption.

____ Two (2) complete lists of all subcontractors.

____ One (1) copy of subcontractor's FLDBPR State Certified License or Palm Beach County Business Tax Receipt, Certificate of General Liability Insurance and Worker's Compensation or Exemption.

____ Two (2) copies of the recorded Notice of Commencement.

____ Two (2) Elevation Certificates for "Construction Drawings". Please note that an elevation certificate is required with construction drawings, before vertical construction and prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

_____ Three (3) FDEP's Notice to Proceed, FDEP's stamped site plan (need to match plans being submitted), as well as Town of Ocean Ridge's approval letter for construction east of the Coastal Construction Control Line (CCCL) (if applicable).

_____ Three (3) copies of FDOT's permit (if applicable). Required for driveway connections, any utility work in the FDOT Right-of-Way, any lane closures, etc. FDOT 561-432-4966.

_____ Fill Permit/Lot Clearing Application along with (3) copies of current survey and (3) signed and sealed civil engineer plans with detailed information and \$300.00 fee (cash or check only). This permit is required if fill is being added to the property and/or if the lot is being cleared. Requirements are to be separate from structural Building Permit Application and fees. Please see the separate application for more details.

_____ One (1) copy of the Data Calculations Form from page 6 if an addition or page 8 if a new structure.

_____ Three (3) copies of the Geotechnical Reports (boring tests, soil tests, piling reports, etc.)

_____ Three (3) letters by a landscape architect or arborist certifying that there are no historic or specimen trees before the lot can be cleared. If requesting to remove native/specimen tree(s), please see the Landscape Alteration Checklist.

_____ Two (2) sets of Product Approvals (NOAs) stamped by an Architect.

_____ Two (2) sets of Energy Calculations.

_____ Three (3) copies of the PBC Health Department approved permit application along with approved site evaluation and system specifications forms. The proposed Site Plans, Surveys, and Drainage/Landscape plans must have an approval stamp by the PBC Health Department. Make sure that the Health Dept. has approved and stamped all projects proposed.

_____ Three (3) sets of plans/paperwork with Boynton Beach Utilities approval. Boynton Beach Utilities will review water service lines, meter sizes, backflow preventers, provide calculations for capital facilities charges, connection fees, and meter deposits as applicable. Boynton Beach Utilities will disconnect water services for full and partial demolitions prior to construction. Boynton Beach requires two (2) sets of plans per Engineering (site plan for markup and floor plans for fee requirements).

Construction Drawings, Site Plans, & Surveys

_____ Two (2) sets of construction drawings consisting of ELECTRIC, GAS, IRRIGATION, LOW VOLTAGE, MECHANICAL, PILINGS, PLUMBING, and STRUCTURAL, etc. drawings signed and sealed by a Florida registered architect or engineer.

- A. Include 4" sewer stub-out located within 3' of front of building,
- B. Gas tanks/lines require Boynton Beach Fire approval stamp on plans,
- C. All drawings shall be submitted in the standard 24" x 36" dimensions,
- D. All drawings shall have the correct owner(s) name(s) and correct address on all drawings,
- E. Include total square footage of windows and doors and ratio on plans,
- F. Include elevation and calculations on plans for solid walls,
- G. Show flat roof(s), pitched roof(s) on plans and provide calculations,
- H. Provide parking space dimensions in garage,
- I. Data Calculations (see pages 6 & 8) to be included on the site plan,

_____ Three (3) signed and sealed Surveys with proposed structure(s) & accessories, etc. including, but not limited to:

- A. Current owner(s)
- B. Elevation of crown of abutting road(s)
- C. Elevation of existing grade at all corners, center of lot, and neighboring property elevation at adjacent property line
- D. All easements and Right-of-Ways

- E. Any existing structures, septic tank, and drainfield (if existing)
- F. Existing Finished Floor Elevation (if applicable)
- G. All existing trees and species of same (Australian Pine, Melaleuca, Brazilian Pepper, etc.)
- H. NAVD
- I. Updated title/deed and legal information
- J. Flood Zone

____ Provide (3) three signed and sealed proposed Site Plan. The proposed Site Plan shall include, but not limited to:

- A. Stamped plan demonstrating that PBC Impact Fees have been paid or proof of payment and stamped site plan shall be made available to the Building Dept. upon issuance of the building permit.
- B. Approval Stamp demonstrating an approval from the PBC Health Dept.
- C. Location of any existing structures on site
- D. Location of all proposed buildings, structures, and accessories (example of accessories are docks, fences, gates, generators, pools, propane tanks, seawalls, walls, etc.-which will be separate permits and separate permit fees.)
- E. Location of outside A/C unit(s) (cannot be visible from front or water)
- F. Dimensions of buildings, structures, equipment and accessories
- G. Driveway, walkways, decks and/or patio locations (include setbacks)
- H. Fencing, gate locations (include setbacks)
- I. Location of septic tank and drainfield
- J. Front, rear, and side yard setbacks
- K. Flood Hazard Areas, floodways, and design flood elevations
- L. Base Flood Elevation (determined from the Flood Insurance Study)
- M. Finished Floor Elevation (NAVD) – See Code. 67-32
- N. Lot Size – depth, width, and total square feet
- O. Percentage of lot coverage by all buildings (existing and proposed in percentages)
- P. Percentage of total floor area (existing and proposed in percentages)
- Q. Elevation of crown of abutting road(s)
- R. Elevation of existing grade at all corners & center of lot and neighboring property elevation at adjacent property line

See Figures 1 and 2 for a helpful guide for I, K, L, M, N, O

____ Two (2) copies of the proposed Construction Site Management Plan demonstrated on a separate Site Plan (or like) that shall show:

- A. On-site parking
- B. Portable toilets
- C. Construction trailers/storage containers (separate permit required)
- D. Dumpsters
- E. Construction fencing with opaque screening (separate permit required)
- F. Maintenance of Traffic (MOT) plan

Drainage, Grading, & Landscaping Plans

____ Three (3) sets of signed and sealed “Grading & Drainage” plans and calculations prepared by a licensed Civil Engineer and shall be stamped by the PBC Health Dept. Plans shall address Town Code Sections 64-45, 66-1, 67-33, and 67-157 and shall be coordinated with the landscape plan and driveway swale detail (if applicable).

- A. Approval Stamp from PBC Health Dept.
- B. Location of driveway and swales
- C. Location of catch basins (show all within 300’ of the property) and storm drain lines (if applicable)
- D. Hydraulic Conductivity (K-value) and source (if using exfiltration trench)
- E. Figure 3 needs to be filled out and added to the plans

____ Three (3) signed and sealed Landscape Plans that shall be reviewed in relation to the drainage plan.

____ Three (3) sets of the executed Driveway Swale Detail Acknowledgement Form

Please review the Town's Code of Ordinances, Florida Building Code, and any other agency codes for their requirements.

Please Note: After Building Permit packet has been accepted by the Building Clerk and/or Zoning Official, the Building, Zoning, and Engineering Departments will then review separately and this process could take approximately 4 weeks. Any comments received from either department will be forwarded to the Point of Contact on this form/permit application.

FIGURE 1: DATA CALCULATIONS FOR AN ADDITION – EXAMPLE – INCLUDE ON SITE PLAN
 (EXPANDING EXISTING FOOTPRINT OF A STRUCTURE)

SITE DATA CALCULATIONS				
*TOTAL SITE AREA	Square Foot			
BASE FLOOD ELEVATION (NAVD) <small>(SOURCE THE FLOOD INSURANCE STUDY)</small>				
FINISHED FLOOR ELEVATION (NAVD)				
	EXISTING		PROPOSED	
	Sq. Ft.	%	Sq. Ft.	%
FLOOR AREA RATIO (MAXIMUM xx%)				
LOT COVERAGE (MAXIMUM xx%)				
	EXISTING		PROPOSED	
*PERCENTAGE FROM TOTAL SITE AREA	Sq. Ft.	%	Sq. Ft.	%
FIRST FLOOR A/C				
SECOND FLOOR A/C				
TOTAL A/C				
GARAGE				
COVERED PATIO				
COVERED ENTRY				
COVERED BALCONY (REAR)				
COVERED BALCONY (FRONT)				
TOTAL UNDER ROOF				
OPEN BALCONY				
TOTAL FLOOR AREA				
BUILDING FOOTPRINT				
SEPTIC TANK & DRAINFIELD				
PAVED AREA				
SYNTHETIC TURF				
TOTAL IMPERVIOUS				
TOTAL PERVIOUS				
	EXISTING		PROPOSED	
	FEET		FEET	
BUILDING HEIGHT				
BUILDING SETBACKS:				
FRONT				
REAR				
SIDE INTERIOR				
SIDE CORNER				
WATERWAY				
DRIVEWAY				
LEGAL DESCRIPTION:				

DATA CALCULATIONS FOR AN ADDITION – INCLUDE SHEET IN PACKAGE

(EXPANDING EXISTING FOOTPRINT OF A STRUCTURE)

APPLICANT FILL OUT: PROPERTY ADDRESS:					ZONING DISTRICT: _____					
					ZONING OFFICIAL USE ONLY					
APPLICANT USE					ZONING OFFICIAL USE ONLY					
*TOTAL SITE AREA					Sq. Ft.					
BASE FLOOD ELEVATION (NAVD) <small>(SOURCE THE FLOOD INSURANCE STUDY)</small>										
FINISHED FLOOR ELEVATION (NAVD)										
ZONING OFFICIAL USE ONLY			APPLICANT USE				ZONING REVIEW			
			EXISTING		PROPOSED					
			Sq. Ft.	%	Sq. Ft.	%				
FLOOR AREA RATIO (MAX. ___%)										
LOT COVERAGE (MAX. ___%)										
ZONING OFFICIAL USE ONLY			APPLICANT USE				ZONING REVIEW			
			EXISTING		PROPOSED		EXISTING		PROPOSED	
*PERCENTAGE FROM TOTAL SITE AREA			Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%	Sq. Ft.	%
FIRST FLOOR A/C (_____)										
SECOND FLOOR A/C (_____)										
TOTAL A/C (_____)										
GARAGE (_____)										
COVERED PATIO (_____)										
COVERED ENTRY (_____)										
COVERED BALCONY (REAR) (_____)										
COVERED BALCONY (FRONT) (_____)										
TOTAL UNDER ROOF (_____)										
OPEN BALCONY (_____)										
TOTAL FLOOR AREA (_____)										
BUILDING FOOTPRINT (_____)										
SEPTIC TANK & DRAINFIELD (_____)										
PAVED AREA (_____)										
SYNTHETIC TURF (_____)										
TOTAL IMPERVIOUS (_____)										
TOTAL PERVIOUS (_____)										
ZONING OFFICIAL USE ONLY			APPLICANT USE				ZONING REVIEW			
			EXISTING		PROPOSED		EXISTING		PROPOSED	
			FEET		FEET		FEET		FEET	
BUILDING HEIGHT (_____)										
BUILDING SETBACKS:										
FRONT (_____)										
REAR (_____)										
SIDE INTERIOR (_____)										
SIDE CORNER (_____)										
WATERWAY (_____)										
DRIVEWAY (_____)										

Prepared By: _____ Date: _____

FIGURE 2: DATA CALCULATIONS FOR A NEW STRUCTURES – EXAMPLE – INCLUDE ON SITE PLAN
 (NEW SINGLE FAMILY, MULTI-FAMILY HOMES, ETC.)

SITE DATA CALCULATIONS		
*TOTAL SITE AREA	Square Foot	
BASE FLOOD ELEVATION (NAVD) <small>(SOURCE THE FLOOD INSURANCE STUDY)</small>		
FINISHED FLOOR ELEVATION (NAVD)		
PROPOSED		
	SQUARE FEET	PERCENTAGE
FLOOR AREA RATIO (MAXIMUM xx%)		
LOT COVERAGE (MAXIMUM xx%)		
*PERCENTAGE FROM TOTAL SITE AREA	SQUARE FEET	PERCENTAGE
FIRST FLOOR A/C		
SECOND FLOOR A/C		
TOTAL A/C		
GARAGE		
COVERED PATIO		
COVERED ENTRY		
COVERED BALCONY (REAR)		
COVERED BALCONY (FRONT)		
TOTAL UNDER ROOF		
OPEN BALCONY		
TOTAL FLOOR AREA		
BUILDING FOOTPRINT		
SEPTIC TANK & DRAINFIELD		
PAVED AREA		
SYNTHETIC TURF		
TOTAL IMPERVIOUS (INCLUDE SYNTHETIC TURF)		
TOTAL PERVIOUS		
FEET		
BUILDING HEIGHT		
BUILDING SETBACKS:		
FRONT		
REAR		
SIDE INTERIOR		
SIDE CORNER		
WATERWAY		
DRIVEWAY		
LEGAL DESCRIPTION:		

DATA CALCULATIONS FOR NEW STRUCTURES - INCLUDE SHEET IN PACKAGE
 (NEW SINGLE FAMILY, MULTI-FAMILY HOMES, ETC.)

APPLICANT FILL OUT: PROPERTY ADDRESS:		ZONING DISTRICT: _____	
	APPLICANT USE	ZONING OFFICIAL USE ONLY	
*TOTAL SITE AREA	Sq. Ft.	Sq. Ft.	
BASE FLOOD ELEVATION (NAVD) (SOURCE THE FLOOD INSURANCE STUDY)			
FINISHED FLOOR ELEVATION (NAVD)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
	PROPOSED	PROPOSED	
	Sq. Ft.	%	Sq. Ft.
FLOOR AREA RATIO (MAXIMUM _____%)			
LOT COVERAGE (MAXIMUM _____%)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
*PERCENTAGE FROM TOTAL SITE AREA	Sq. Ft.	%	Sq. Ft.
FIRST FLOOR A/C (_____)			
SECOND FLOOR A/C (_____)			
TOTAL A/C (_____)			
GARAGE (_____)			
COVERED PATIO (_____)			
COVERED ENTRY (_____)			
COVERED BALCONY (REAR) (_____)			
COVERED BALCONY (FRONT) (_____)			
TOTAL UNDER ROOF (_____)			
OPEN BALCONY (_____)			
TOTAL FLOOR AREA (_____)			
BUILDING FOOTPRINT (_____)			
SEPTIC TANK & DRAINFIELD (_____)			
PAVED AREA (_____)			
SYNTHETIC TURF (_____)			
TOTAL IMPERVIOUS (_____)			
TOTAL PERVIOUS (_____)			
ZONING OFFICIAL USE ONLY	APPLICANT USE	ZONING REVIEW	
	FEET	FEET	
BUILDING HEIGHT (_____)			
BUILDING SETBACKS:			
FRONT (_____)			
REAR (_____)			
SIDE INTERIOR (_____)			
SIDE CORNER (_____)			
WATERWAY (_____)			
DRIVEWAY (_____)			

FIGURE 3: STORMWATER RETENTION CALCULATIONS

The table below should be filled out and added to the grading/drainage/septic systems plans with Health Dept. stamped approval.

Stormwater Retention Calculations

A. Site Information

Total Property Area: XXXXXX sq. ft.

Impervious Plan Area: XXXXXX sq. ft.
(proposed residence, driveway, pool, deck, walkways)

Pervious Plan Area: XXXXXX sq. ft.

B. Estimated Stormwater Retention Volume

The retention volume is estimated using the Rational Method ($Q=CiA$) where:

C = 1.0 (impervious surface)

C = 0.2 (pervious surface)

i = 1 in/hr

Impervious Surface Runoff Volume:
1.0 x 1 in/hr x XXXXXX sq. ft. x 1 ft./12in. = XXX cu. ft.

Pervious Runoff Volume:
0.2 x 1 in/hr x XXXXXX sq. ft. x 1 ft./12in. = XXX cu. ft.

Total Volume to be Retained: XXX cu. ft.

C. Proposed Exfiltration Trench Sizing

Exfiltration Trench #1

L	=	Total Length of Trench Provided	= XX ft.
W	=	Trench Width	= XX ft.
K	=	Hydraulic Conductivity	= X.XXXXXXXXXX cfs/sq.ft/ft. of head
H ₂	=	Depth of Water Table	= X.XX ft.
D _U	=	Un-Saturated Trench Depth	= X.XX ft.
D _S	=	Saturated Trench Depth	= X.XX ft.
V	=	Volume Treated	= XXX cu. ft.

Total Volume Retained in Exfiltration Trenches = XXX cu. ft.

$$L = \frac{V}{K(H_2W + 2H_2D_u - D_u^2 + 2H_2D_s) + (1.39 \times 10^{-4})WD_u}$$

CONTACT INFORMATION

ARMY CORP OF ENGINEERS

4400 PGA BLVD #203, PALM BEACH GARDENS, FL 33410
PHONE: 561-472-3500 / EMAIL: WEST.PB.RO@USACE.ARMY.MIL

BOYNTON BEACH FIRE RESCUE STATION 5

2080 HIGH RIDGE ROAD, BOYNTON BEACH, FL 33426
PHONE: 561-742-6600 / WEBSITE: BBFRD.ORG

BOYNTON BEACH UTILITIES

124 E. WOOLBRIGHT ROAD, BOYNTON BEACH, FL 33426
PHONE: 561-742-6400 / WEBSITE: BOYNTON-BEACH.ORG

FLORIDA DEPT. OF ENVIRONMENTAL PROTECTION

DAVID KIECKBUSCH: 561-681-6646 (FOR CCCL FIELD PERMITS)
DEREK BELLAMY: 850-245-8419 (PALM BEACH COUNTY REPRESENTATIVE)
CELORA DOUSE JACKSON: 850-245-7668 (FOR CCCL NON-FIELD PERMITS)

FLORIDA DEPT. OF TRANSPORTATION – DISTRICT 4

7900 FOREST HILL BLVD, WEST PALM BEACH, FL 33413
PHONE: 561-432-4966 / WEBSITE: FDOT.GOV

OCEAN RIDGE BUILDING DEPARTMENT

TOWN HALL: 561-732-2635 (MAIN) 561-737-8359 (FAX)
6450 N OCEAN BLVD, OCEAN RIDGE, FL 33435
WEBSITE: OCEANRIDGEFLORIDA.COM
LISA BURNS, BUILDING CLERK: 561-732-2635, EMAIL: LBURNS@OCEANRIDGEFLORIDA.COM
POLICE DEPARTMENT NON-EMERGENCY: 561-732-8331

PALM BEACH COUNTY COURTHOUSE CLERK & COMPTROLLER - NOTICE OF COMMENCEMENT RECORDING

MAIN COURTHOUSE: 205 N DIXIE HWY ROOM 4.25, WEST PALM BEACH, FL 33401
PHONE: 561-355-2991
SOUTH COUNTY COURTHOUSE: 200 W. ATLANTIC AVENUE, DELRAY BEACH, FL 33444
PHONE: 561-355-2996
WEBSITE: MYPALMBEACHCLERK.COM/RECORDING/NOC.ASPX

PALM BEACH COUNTY DEPT. ENVIRONMENTAL RESOURCES MANAGEMENT

2300 JOG ROAD 4TH FL, WEST PALM BEACH, FL 33411
PHONE: 561-233-3400 / WEBSITE: DISCOVER.PBCGOV.ORG/ERM/

PALM BEACH COUNTY HEALTH DEPARTMENT

800 N. CLEMATIS STREET, WEST PALM BEACH, FL 33401
PHONE: 561-837-5940 OR 561-837-5917 / EMAIL FOR SUBMITTAL: FDOHPB-SEPTIC@FLHEALTH.GOV

PALM BEACH COUNTY PROPERTY APPRAISER'S OFFICE

SOUTH COUNTY SERVICE CENTER: 14925 CUMBERLAND DRIVE, DELRAY BEACH, 33446
PHONE: 561-276-1250
COUNTY GOVERNMENTAL CENTER: 301 N OLIVE AVENUE, WEST PALM BEACH, FL 33401
PHONE: 561-355-2866
WEBSITE: CO.PALM-BEACH.FL.US/PAPA/

PALM BEACH COUNTY TAX COLLECTOR'S OFFICE

501 S CONGRESS AVENUE, DELRAY BEACH, FL 33445
PHONE: 561-355-6879 / WEBSITE: PBCTAX.COM

PALM BEACH COUNTY VISTA CENTER - IMPACT FEE DEPT.

2300 N. JOG ROAD, 2ND FL, WEST PALM BEACH, FL 33411
PHONE: 561-233-5025 / WEBSITE: DISCOVER.PBCGOV.ORG/PZB/ADMINISTRATIVE/PAGES/IMPACT-FEES.ASPX

SOUTH FLORIDA WATER MANAGEMENT

HEADQUARTERS: 3301 GUN CLUB ROAD, WEST PALM BEACH 33406
REGIONAL REPRESENTATIVE, LAURA CORRY
PHONE: 561-682-6012 / WEBSITE: SFWMD.GOV

Work Hours

Work Hours are Monday through Friday between 8AM and 6PM and on Saturdays between 8AM and 1PM.
No work shall commence on Sunday and the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Why We Ask for 2 Copies and 3 Copies of Certain Items

When Drainage, Landscaping and Engineering are factors, the Town's Engineer receives a set of items, which is noted in the checklist.
Please organize into separate sets.



Plan Review Process

Engineering will first review the permit package and either issue comments or approve that portion of the permit package.

After Engineering approves, Zoning will review the permit package and either issue comments or approve that portion of the permit package.

After Zoning approves, the Building Department will review and either issue comments or issue the permit.

Work shall not begin until an approved permit has been posted on the job site.

