



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

Date of Review: _____

Building Checklist for New Structures and Additions

Please call Lisa Burns, Building Clerk, at 561-732-2635 or email LBurns@oceanridgeflorida.com to schedule an appointment when ready for 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 Concept Review Board report approval as per Ordinance No. 627. This step applies to new development or construction that increases the size of the current structure by more than 50% or where such construction costs more than 50% of the existing structure.

____ One (1) copy of the Building Permit Application signed and notarized.

____ Two (2) copies of the Project Narrative Overview form.

____ Two (2) copies of a detailed contract/proposal 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) copy of the signed Construction Site Management Handbook.

____ Two (2) copies of the PBC Property Appraiser's Property Detail Record.

____ Two (2) copies 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) 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).

____ Two (2) 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.

____ Two (2) 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.

Construction Drawings, Site Plans, & Surveys

____ Two (2) sets of construction drawings consisting of ELECTRIC, GAS, IRRIGATION, LOW VOLTAGE, MECHANICAL, PILING, 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 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 6-7) to be included on the site plan,
- J. Please include all plans and surveys on a flash/thumb drive.

____ Three (3) signed and sealed **proposed** Surveys 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
- K. Please include all plans and surveys on a flash/thumb drive

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

- A. Approval Stamp demonstrating that PBC Impact Fees have been paid
- 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
- S. Please include all plans and surveys on a flash/thumb drive

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 (if applicable)

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
- F. Please include all plans and surveys on a flash/thumb drive

____ 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 (2017), 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 and this process could take approximately 4 weeks. Any comments received from these departments will be forwarded to the Point of Contact on this form.

Other Building Requirements and Helpful Information

The following is not to be considered as ALL of the requirements and information necessary. This is only in response to the most frequently asked questions and the most frequent violations. Please refer to the Town of Ocean Ridge Code of Ordinances and Florida Building Code for additional requirements and regulations.

• **Roofs**

- Maximum height and Architectural features (balconies, etc.)- see Code Sections 64-1, 64-2, 64-3, 64-4 and Code Section 67-32 for detail. A drawing that will detail the maximum height of the structure when applying the bulk lot coverage formula that is established by Code MUST accompany the sealed drawings.
- Flat roofs shall not exceed more than 15% of entire building (may be increased to 20%, if at least 5% is used as a deck, porch or usable outdoor space.)
- Show flat roof(s) and pitched roof(s) on plans and provide calculations.
- Roof overhang shall not exceed more than 3' into the setback.

Unenclosed and uncovered decks, patios, steps, stoops, and terraces shall be setback at least 5 feet from any property line or Right-of-Way line, whichever is closer. See Ordinance 638 for more details.

Gas tanks require an approval stamp from Boynton Beach Fire Department prior to submittal.

Federal/State agency (ex. Army Corp., SFWMD, FDEP, FDOT, etc.) permits/approvals may be required for various properties (ex. east of CCCL, mangroves, etc.) and types of permits (ex. docks, seawalls, etc.).

Elevation Certificate: An accurate and completed Elevation Certificate (finished construction) is required before a Certificate of Occupancy/Certificate of Completion will be issued on any new construction, any additions, and substantial improvements permits.

Work Hours are from 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.

Certificate of Occupancy/Certificate of Completion Checklists are helpful when nearing completion of the project. You may obtain this guideline on the town's website under forms.

CERTIFICATE OF OCCUPANCY: PER FLORIDA BUILDING CODE SECTION 111.1 USE AND OCCUPANCY: NO BUILDING OR STRUCTURE SHALL BE USED OR OCCUPIED, AND NO CHANGE IN THE EXISTING OCCUPANCY CLASSIFICATION OF A BUILDING OR STRUCTURE OR PORTION THEREOF SHALL BE MADE, UNTIL THE BUILDING OFFICIAL HAS ISSUED A CERTIFICATE OF OCCUPANCY THEREFOR AS PROVIDED HEREIN. ISSUANCE OF A CERTIFICATE OF OCCUPANCY SHALL NOT BE CONSTRUED AS AN APPROVAL OF A VIOLATION OF THE PROVISIONS OF THIS CODE OR OF OTHER ORDINANCES OF THE JURISDICTION.

Helpful Definitions

- **Floor area, total:** as used for calculating floor area ratio means that the gross horizontal areas of all floors of all buildings on a lot, measured from the exterior walls or other type of enclosure, or from the centerline of a wall separating two buildings, including garages, carports, and porte-cocheres, but not including: basements, attics (unless used as living space), unenclosed decks or patios, covered porches, exterior balconies (covered or uncovered), or crawl spaces. When calculating total floor area, the first floor area under ceilings, which are 16 feet or higher shall count as double. However, the first 300 square feet thereof shall be counted as one floor to allow for limited vaulted spaces.
- **Floor area ratio:** means the ratio of the total floor area of all structures on a lot to the usable land area.
- **Lot, through (double frontage):** means any lot, not a corner lot, having both the front and rear property lines adjacent to a public street, public street right-of-way, or waterway (25' setback then applies).

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 (SOURCE THE FLOOD INSURANCE STUDY)				
FINISHED FLOOR ELEVATION				
	EXISTING		PROPOSED	
	Sq. Ft.	%	Sq. Ft.	%
FLOOR AREA RATIO (MAXIMUM xx%)				
LOT COVERAGE (MAXIMUM xx%)				
	EXISTING		PROPOSED	
	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				
TOTAL IMPERVIOUS				
TOTAL PERVIOUS				
	EXISTING		PROPOSED	
	FEET		FEET	
BUILDING HEIGHT				
BUILDING SETBACKS:				
FRONT				
REAR				
SIDE INTERIOR				
SIDE CORNER				
WATERWAY				
DRIVEWAY				
LEGAL DESCRIPTION:				

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 (SOURCE THE FLOOD INSURANCE STUDY)		
FINISHED FLOOR ELEVATION		
PROPOSED		
	SQUARE FEET	PERCENTAGE
FLOOR AREA RATIO (MAXIMUM xx%)		
LOT COVERAGE (MAXIMUM xx%)		
	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		
TOTAL IMPERVIOUS		
TOTAL PERVIOUS		
	FEET	
BUILDING HEIGHT		
BUILDING SETBACKS:		
FRONT		
REAR		
SIDE INTERIOR		
SIDE CORNER		
WATERWAY		
DRIVEWAY		
LEGAL DESCRIPTION:		

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: 561-742-6342 / WEBSITE: BBFRD.ORG

FLORIDA DEPT. OF ENVIRONMENTAL PROTECTION

JENNA CADERAS: 561-681-6602 (FOR CCCL FIELD PERMITS)
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 TOWN HALL

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: 561-840-4500 / WEBSITE: PALMBEACH.FLORIDAHEALTH.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

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 certain items which is noted in the checklist.
You are welcome to organize into separate sets.

**Contractor's
Copy**

**Town's
Copy**

**Engineer's
Copy**