



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

Demolition Permit Checklist

Please submit **two copies** from the list below along with a building permit application for demolition of a structure:

- Palm Beach County Health Department - Abandonment of Septic Tank (Note: this requires a letter from a septic contractor stating that the tank has been pumped out).
- Extermination Certification Letter (obtain letter from company).
- Asbestos Notification Statement
- Letter from FPL stating that the service has been disconnected for demo clearance (form provided).
- Letter from ATT/BellSouth (phone company) stating service has been disconnected for demo clearance (form provided).
- Letter from cable company stating that service has been disconnected for demo clearance (form provided).
- Letter from gas company stating that service has been disconnected for demo clearance (use company form).
- Letter from the City of Boynton Beach Water Department, 561-742-6427, stating that the water service has been disconnected for demo clearance (obtain letter from Boynton Utilities).
- Survey.
- Letter from Landscape Architect/Arborist certifying that there are no historic/specimen trees will be removed. On the survey, highlight the trees/vegetation that will be removed and submit a list of the specimen. Permit required for tree alteration/removal (separate checklist).
- Contract/proposal.
- Notice of commencement is required for permits with estimated cost of over \$2,500.00+.
- Signed copy of the Construction Site Management Handbook.
- Building Permit Fee.

Separate permits or sub permits required for the following (separate checklists, fees, paperwork, etc. may be due upon submittal):

- Construction site temporary fence permit application required.
- Electric permit application required for temporary electric service.
- Fill/lot clearing permit application required for lot clearing/filling lot.
- Plumbing permit application required for temporary water service.
- Tree alteration/removal permit required.

Pre-con meeting required upon issuance of permit. If you have any questions, please call Town Hall at 732-2635 or email LBurns@oceanridgeflorida.com.

Please Note: After application has been accepted by the Building Clerk, the Building, Zoning, and/or 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 the building permit application. In addition, it is contractor's responsibility to verify entities contact information on demolition release forms.



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Release for Demolition

Date: _____
Company Name: ATT – Bellsouth
Attention: Engineering Dept. Cassandra Hendrix
Address: 321 SE 2 Street, Delray Beach, FL 33483
Phone: 561-988-6430 Fax: 561-272-8695 Email: G30576@att.com

An application for a permit is being made by the undersigned for the demolition and removal of:

(Type of Structure – Description of)

(Physical Address)

(Legal Description/Property Control Number)

(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

(Applicant - Signature)

(Applicant - Printed)

(Address)

___ Facilities of this company are not involved in the above-referenced premises: _____

___ Facilities of record were removed from the above-referenced premises on: _____

(Signature)

(Date)

(Type/Print Name and Title)



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Release for Demolition

Date: _____
Company Name: Comcast
Attention: Construction Department
Address: 7201 N. Federal Hwy., Boca Raton, FL 33487
Phone: 561-454-5899 Fax: 561-454-5899 Email: Sandra_Stockner@comcast.net

An application for a permit is being made by the undersigned for the demolition and removal of:

(Type of Structure – Description of)

(Physical Address)

(Legal Description/Property Control Number)

(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

(Applicant - Signature)

(Applicant - Printed)

(Address)

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Release for Demolition

Date: _____
Company Name: FPL
Attention: Garcindy Registre, Associate Engineer
Address: 9329 S. Military Trail, Boynton Beach, FL 33436
Phone: 561-742-2057 Fax: 561-742-2016 Email: Garcindy.registre@fpl.com

An application for a permit is being made by the undersigned for the demolition and removal of:

(Type of Structure – Description of)

(Physical Address)

(Legal Description/Property Control Number)

(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

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