



# 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

## Change of Permit Status Request

Permit Number: \_\_\_\_\_ Original Application Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permit Address: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Original Permit Description: \_\_\_\_\_

Applicant is requesting one of the following to be approved by the Building Official:

Cancellation of Building Permit. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.

Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.

Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.

Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

**By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval (cash or check only).**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

### NOTARY

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

STAMP

\_\_\_\_\_  
Notary's Signature

Personally Known or  Type of Identification Produced: \_\_\_\_\_



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## BUILDING DEPARTMENT USE ONLY

Application Date: \_\_\_\_\_

Cancellation of Building Permit. No Fee.

Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

Renew Building Permit one time for \_\_\_\_\_ month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on \_\_\_\_\_, 20\_\_\_\_\_.

Other. \$50.00 fee due.

Fee Due: \$\_\_\_\_\_ cash/check\_\_\_\_\_ Date Payment Received: \_\_\_\_\_ OR: \_\_\_\_\_

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