



# 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

## 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).