



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 Plan 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 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 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 \$30 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. These requirements are to be separate from structural Building Permit Application and fees.

- ____ Two (2) copies of the Geotechnical Reports (boring tests, soil tests, piling reports, etc.)
- ____ Two (2) letters by a landscape architect or arborist certifying that there are no historic or specimen trees before the lot can be cleared.
- ____ Two (2) sets of Product Approvals (NOAs).
- ____ Two (2) sets of Energy Calculations.
- ____ Three (3) copies of the PBC Health Department permit and 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, and
 - D. All drawings shall have the correct owner(s) name(s) and correct address on all drawings.
- ____ Three (3) signed and sealed Surveys less than six (6) months old showing:
 - 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. NGVD & NAVD (NAVD in parentheses)
- ____ Provide (3) three signed and sealed proposed Site Plan. The proposed Site Plan shall show:
 - 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. Driveway, walkways, decks and/or patio locations
 - G. Fencing, gate locations
 - H. Location of septic tank and drainfield
 - I. Front, rear, and side yard setbacks
 - J. Flood Hazard Areas, floodways, and design flood elevations
 - K. Base Flood Elevation (determined from the Flood Insurance Study)
 - L. Finished Floor Elevation (in NGVD and NAVD) – See Code. 67-32
 - M. Lot Size – depth, width, and total square feet
 - N. Percentage of lot coverage by all buildings (existing and proposed in percentages)
 - O. Percentage of total floor area (existing and proposed in percentages)
 - P. Elevation of crown of abutting road(s)
 - Q. 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 (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)

____ 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.)
 - 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 3 feet from any property line or Right-of-Way line, whichever is closer. See Ordinance 620 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 OCCUPANY: PER FLORIDA BUILDING CODE SECTION 111.1 USE AND OCCUPANY: 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.

SECTION 67-52 OF THE CODE OF ORDINANCES REQUIRES THAT CONSTRUCTION SHALL COMMENCE WITHIN 6 MONTHS FROM DATE OF ISSUANCE OF BUILDING PERMIT. IF CONSTRUCTION HAS NOT COMMENCED WITHIN 6 MONTHS, THE BUILDING PERMIT SHALL EXPIRE. FOLLOWING COMMENCEMENT OF CONSTRUCTION PURSUANT TO A BUILDING PERMIT, ALL CONSTRUCTION SHALL BE COMPLETED WITHIN 1 YEAR, UNLESS EXTENDED FOR NO MORE THAN ONE 6 MONTH PERIOD BY THE ADMINISTRATIVE OFFICIAL, UPON A SHOWING OF GOOD CAUSE. SUBSEQUENT TO THE GRANTING OF ONE ADMINISITRATIVE EXTENSION, ANY ADDITIONAL EXTENSIONS MAY BE GRANTED BY THE TOWN COMMISSION UPON A SHOWING OF GOOD CAUSE.

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
(EXPANDING EXISTING FOOTPRINT OF A STRUCTURE)

OCEAN RIDGE SITE DATA CALCULATIONS		
TOTAL SITE AREA	Square Foot	
BASE FLOOD ELEVATION (SOURCE THE FLOOD INSURANCE STUDY)		
FINISHED FLOOR ELEVATION		
	EXISTING	PROPOSED
FLOOR AREA RATIO (MAXIMUM xx%)	Square Foot & %	Square Foot & %
LOT COVERAGE (MAXIMUM xx%)	Square Foot & %	Square Foot & %
FIRST FLOOR A/C	Square Foot & %	Square Foot & %
SECOND FLOOR A/C	Square Foot & %	Square Foot & %
TOTAL A/C	Square Foot & %	Square Foot & %
GARAGE	Square Foot & %	Square Foot & %
COVERED PATIO	Square Foot & %	Square Foot & %
COVERED ENTRY	Square Foot & %	Square Foot & %
COVERED BALCONY (REAR)	Square Foot & %	Square Foot & %
COVERED BALCONY (FRONT)	Square Foot & %	Square Foot & %
TOTAL UNDER ROOF	Square Foot & %	Square Foot & %
OPEN BALCONY	Square Foot & %	Square Foot & %
TOTAL FLOOR AREA	Square Foot & %	Square Foot & %
BUILDING FOOTPRINT	Square Foot & %	Square Foot & %
PAVED AREA	Square Foot & %	Square Foot & %
TOTAL IMPERVIOUS	Square Foot & %	Square Foot & %
TOTAL PERVIOUS	Square Foot & %	Square Foot & %
	EXISTING	PROPOSED
BUILDING HEIGHT	FEET	FEET
BUILDING SETBACKS:		
FRONT	FEET	FEET
REAR	FEET	FEET
SIDE INTERIOR	FEET	FEET
SIDE CORNER	FEET	FEET
WATERWAY	FEET	FEET
DRIVEWAY	FEET	FEET
LEGAL DESCRIPTION:		

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

OCEAN RIDGE SITE DATA CALCULATIONS	
TOTAL SITE AREA	Square Foot
BASE FLOOD ELEVATION (SOURCE THE FLOOD INSURANCE STUDY)	
FINISHED FLOOR ELEVATION	
PROPOSED	
FLOOR AREA RATIO (MAXIMUM xx%)	Square Foot & %
LOT COVERAGE (MAXIMUM xx%)	Square Foot & %
PROPOSED	
FIRST FLOOR A/C	Square Foot & %
SECOND FLOOR A/C	Square Foot & %
TOTAL A/C	Square Foot & %
GARAGE	Square Foot & %
COVERED PATIO	Square Foot & %
COVERED ENTRY	Square Foot & %
COVERED BALCONY (REAR)	Square Foot & %
COVERED BALCONY (FRONT)	Square Foot & %
TOTAL UNDER ROOF	Square Foot & %
OPEN BALCONY	Square Foot & %
TOTAL FLOOR AREA	Square Foot & %
BUILDING FOOTPRINT	Square Foot & %
PAVED AREA	Square Foot & %
TOTAL IMPERVIOUS	Square Foot & %
TOTAL PERVIOUS	Square Foot & %
PROPOSED	
BUILDING HEIGHT	FEET
BUILDING SETBACKS:	
FRONT	FEET
REAR	FEET
SIDE INTERIOR	FEET
SIDE CORNER	FEET
WATERWAY	FEET
DRIVEWAY	FEET
LEGAL DESCRIPTION:	

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