



# TOWN OF OCEAN RIDGE

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## Building Plan Checklist

Permit Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Point of Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

- Please bring this form with you when you submit plans for new structures/additions.
- Please call Town Hall at 561-732-2635 to schedule an appointment.

### Applicant must submit the following:

- \_\_\_ 1. Provide two (2) sets of working drawings consisting of a PLOT PLAN, PLUMBING, ELECTRIC, & A/C drawings sealed by a Florida registered architect or engineer. Drawings should be submitted in the standard 24" x 36" dimensions.
- \_\_\_ 2. Provide (3) three copies of the Health Department permit. Site plan/plot plans, drainage and landscape plans must be stamped with Health Department (561-840-4500) approval.
- \_\_\_ 3. Site plan/plot plans must be stamped demonstrating that PBC Impact Fees (561-233-5025) have been paid.
- \_\_\_ 4. Three (3) copies of site/plot plan shall show:
  - A. Location of all buildings
  - B. Front, rear, and side yard setbacks
  - C. Finished Floor Elevation
  - D. Lot Size – depth, width, and total square feet
  - E. Percentage of lot coverage by all buildings (existing and proposed)
  - F. Percentage of total floor area (existing and proposed)
  - G. Septic tank location with health department approval (PBC Health 840-4500)
  - H. Driveway location
  - I. Location of outside A/C unit/s (cannot be visible from front or water)
  - J. Elevation of crown of abutting road/s
  - K. Elevation of existing grade at all corners & center of lot and neighboring property elevation at adjacent property line
  - L. On-site parking
  - M. Portable toilets
  - N. Construction trailers/storage containers
  - O. Dumpsters
  - P. Construction fencing with opaque screening
- \_\_\_ 5. Three (3) sealed surveys less than six (6) months old showing:
  - A. All easements.
  - B. Any existing structures and septic tank/drainfield (if existing).
  - C. All existing trees and species of same (Australian Pine, Melaleuca, Brazilian Pepper, etc.)

- \_\_ 6. Three (3) sets of sealed "grading & drainage" plans and calculations prepared by a licensed Civil Engineer. Plans shall address Town Code Sections 66-1 and 67-33 and be coordinated with the landscape plan and driveway swale detail if applicable.
  - A. Location of driveway and swales.
  - B. Location of catch basins (show all within 300' of the property) and storm drain lines (if applicable).
- \_\_ 7. Two (2) sealed sets of pool drawings (if applicable).
- \_\_ 8. Two (2) sealed sets of engineered drawings for seawall, dock, et cetera including state and/or federal agency permits (if applicable).
- \_\_ 9. Two (2) copies of Proof of Ownership.
- \_\_ 10. Two (2) complete lists of all subcontractors.
- \_\_ 11. Provide one (1) copy of your FL Dept. of Business & Professional Regulation state license (general, building, residential, etc.) along with certificate of general liability insurance and worker's compensation/exemption. Subcontractors are to provide one (1) copy of their FL Dept. of Business & Professional Regulation state license or Palm Beach County Business Tax Receipt, certificate of general liability insurance and worker's comp/exempt when they submit for their no-fee permit applications.
- \_\_ 12. Two (2) copies of Product Approvals.
- \_\_ 13. Two (2) copies of Energy Calculations.
- \_\_ 14. Three (3) copies of the Landscape Plan that will be reviewed in relation to the drainage plan.
- \_\_ 15. An original executed Driveway Swale Detail Acknowledgement Form for Driveway Turnouts.
- \_\_ 16. Certification that there are no historic or specimen trees before clearing lot.
- \_\_ 17. Copy of recorded Notice of Commencement and copy of a detailed contractor/proposal (remove separate permit items such as walls, generator, fences, etc. from contractor/proposal).
- \_\_ 18. For construction east of the Coastal Construction Control Line (CCCL) submit one (1) copy of the town's approval as well as DEP Notice to Proceed.
- \_\_ 19. FDOT permit (if applicable). FDOT 561-432-4966.
- \_\_ 20. Submit a signed Construction Site Management Handbook (see Town's website for handbook). Handbook must be kept on the job site at all times.
- \_\_ 21. Other Building Requirements and 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 committed.

1. Roofs
  - A. 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.
  - B. 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.)
  - C. Roof overhang shall not exceed more than 3' into the setback.
2. Special detail to be shown on sealed drawings includes:
  - A. A 4" sewer stub-out located within 3' of front of building.
  - B. All pertinent information related to the electrical, alarm and plumbing installations.

22. General Contractor's responsibilities are: WORK HOURS 8 AM- 6 PM (MON-SAT)

- A. Payment of all fees at time of permit submittal (cash or check only).
- B. To make certain that all subcontractors and tradesmen have submitted their Palm Beach County Business Tax Receipt and/or State License along with Competency Card (if applicable), General Liability Insurance, and Worker's Compensation or Exemption.
- C. To keep construction sites free of paper, trash, and debris dumpster are required. **COVERS ARE REQUIRED ON DUMPSTERS.**
- D. To keep all building materials stored within the perimeter of lot.
- E. To provide parking in accordance with Town Code and as set forth in the Construction Site Management handbook.
- F. To provide sanitary facilities on the construction site before commencing work and during the entire construction period.
- G. To provide three (3) sealed copies of a tie-in survey showing dimensions of building, all setback measurements, and the elevation of the slab prior to requesting an inspection for the slab and the subsequent installation of same.

Some helpful definitions:

- A. 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 corcheres, 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.
- B. Floor area ratio: means the ratio of the total floor area of all structures on a lot to the usable land area.
- C. 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).

Important information:

- A. Separate Permits: Some accessories (generator, fences/walls, pool, etc.) to the habitual structure are separate permits. Please show these accessories on your plans (and NOC) as noted above, but remove them from the contract/proposal. Include a separate permit application along with two (2) copies of plans, contract/proposal, Construction Site Management handbook, and any other pertinent information with permit package.

- B. Temporary Fence: Separate permit required for temporary fence. Include a separate permit application along with two (2) copies of plans, contract/proposal, Construction Site Management handbook, and any other pertinent information with permit package.
- C. Construction Trailer/Storage Container: Separate permit required for construction trailer/storage containers. Include a separate permit application along with two (2) copies of plans, contract/proposal, Construction Site Management handbook, and any other pertinent information with permit package.
- D. Elevation Certificate: An accurate and completed Elevation Certificate (finished construction) is required before a Certificate of Occupancy will be issued on any new construction, addition, and substantial improvements permits.

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.

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 ADMINISTRATIVE EXTENSION, ANY ADDITIONAL EXTENSIONS MAY BE GRANTED BY THE TOWN COMMISSION UPON A SHOWING OF GOOD CAUSE.