



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.
- Letter from FPL stating that the service has been disconnected.
- Letter from BellSouth (phone company) stating service has been disconnected.
- Letter from cable company stating that service has been disconnected.
- Letter from the City of Boynton Beach Water Department stating that the water service has been disconnected.
- 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.
- If historic/native trees removal is being requested, administrative approval is required (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.
- Fill permit application required for lot clearing/filling lot (separate permit).
- Plumbing permit required for temporary water service (separate permit).
- Construction site temporary fence permit (separate permit).
- Building Permit Fee (cash or check only).

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/ore 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.