



# TOWN OF OCEAN RIDGE

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## General Permitting 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 Ocean Ridge. This is not a complete list. If you are unsure of what type of job needs a permit or have any questions, please call Town Hall at 561-732-2635.

**/** Addition	** Fence	Re-striping
Air Conditioner	* Fire Sprinkler System	** Remodel
Air Ducts/Handler	Flooring (multifamily)	** Renovation
Alarm System	Garage Door	Resurfacing
** Asphalt	** Gas/Propane	**/** Retaining Wall
Awnings	** Gates	Roof/Re-roofing
Balustrade	** Generator	** Screen Enclosure
Bathroom Remodel	Gutters (New)	Seal-coating
**** Boatlift	Hurricane Mitigation	**** Seawall
Central Vacuum	Irrigation System	Seawall Cap
**/** Concrete	Kitchen Cabinets/Counters	** Shed (permanent)
Construction Trailer	**/** Landscape	Shutters
**/** Decking	Light Fixtures (New)	Shower pan
Demolition	Lightning Protection	**/** Sidewalks
**** Dock	Meter Can	**/** Slab
Doors (exterior)	**/** New Construction	**/** Spa
*** Drainage/Fill/Landscaping	**/** Pavers	Stucco
**/** Driveways	Plumbing	Temporary Pole/Power
Drywall	**/** Pool	**/** Wall
Electrical	** Pool Fence	Water Heater
Elevator	Railings	Windows

\*Needs Boynton Fire approval. Permit/inspection in addition to our Building Department review/inspection

\*\*Needs Health Department approval.

\*\*\*To be reviewed by Town Engineer on case by case basis which may have impact on drainage.

\*\*\*\*Needs DEP Approval (or letter of exemption).

\*Please note: DEP Approval or Commission approval may be required for properties east of Coastal Construction Control Line

### Permit Package

Make sure to include the following applicable documents with your permit package. This list is not all inclusive and some additional documentation may be required.

- **Permit Application:** Submit one (1) original completed permit application and no-fee sub permit (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application.
- **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 No-Fee Sub Contractor's permits).
- **Plans:** Submit two (2) sets of plans (signed/sealed when required), current survey (if applicable), and/or any back-up material (including highlighted NOAs, etc.). Additional copy required if drainage is impacted.

- **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 one (1) recorded copy of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$7,500+ for A/C permits). Where to file NOC: County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. Hours: 8AM-5PM
- **Condo Approval:** Multi-family permits need condo association approval. Please include two (2) copies of the approval letter with permit package (minus exact a/c change-out).
- **Additional Forms:** See town's website for additional forms such as: Building Permit Checklist (for new structures and additions), Demolition Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revisions, Roofing Packets and more.
- **Additional Documentation:** Additional documentation may be required prior to submitting permit and/or after the initial zoning/building permit review.
- **Elevation Certificate:** 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 paid at the time of submittal. We accept cash or check only.
- Please see the fee schedule on the town's website for a detailed description.

## **Permit Approval**

- Turnaround time for processing permits is generally 3-5 days for minor permits. However, additions and new structures may take up to 3-5 weeks.
- Owner/Builders and contractors/sub-contractors may not start work until their permit is approved and the permit is posted at the permitted work address.
- Should an owner and/or contractor begin work without a permit, additional fees will be imposed; see [Ordinance No. 585](#) on the town's website.
- Walk-through permits are limited to exact a/c change-outs and exact water heater change-outs.

## **Inspections**

- Inspections required are marked on the front of the yellow permit card.
- 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.
- Two failed inspections will result in a \$50 re-inspection fee to be paid before rescheduling third inspection.
- Engineering inspections will be charged \$150.00 each inspection after the first initial inspection.

## Zoning Regulations

\*Below is an excerpt from the Town's Code of Ordinances and is not a complete list of contractor responsibilities. Please review the Town of Ocean Ridge's Code of Ordinances as well as the Florida Building Code for a complete compliance.\*

**Work Hours - Sec. 34-83:** Work Hours are Monday through Saturday from 8:00AM – 6:00PM excluding federal holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day)

**Permit required - Sec. 67-51:** No construction, alteration, remodeling or demolition of any improvement on any lot may be commenced without a permit by the town building official. Applications for permits for a partial demolition of any improvement must be accompanied by one of the following:

- 1) An application for a building permit for any reconstruction, alteration or remodeling which is the purpose for which the partial demolition permit is being sought, including a time certain within which new construction will commence and be completed; or
- 2) Plans prepared by a registered architect or engineer demonstrating that once the partial demolition has been completed, the property and improvements remaining will consist of a complete, finished structure(s) in compliance with all other applicable provisions of the town's zoning and building requirements.

Permits for the demolition or partial demolition of any improvements on land within the Town shall be posted in the same manner as and pursuant to the same requirements for construction permits as required by the Town's Code of Ordinances, including but not limited to those found in sections 67-59 and 67-153, as well as the Florida Building Code and any applicable county amendments thereto.

**Also see Section 105 in the Florida Building Code, 5<sup>th</sup> Edition 2014 in regards to permitting.**

**Commencement and duration of construction - Sec. 67-52:** Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within one year, unless extended for no more than one six-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.

**Issuance - Sec. 67-53:** No building permit or certificate of occupancy shall be issued by the town for any purpose except in compliance with the provisions of this land development code and other applicable ordinances and laws of the Town, a decision of the board of adjustment or court order.

**Permit fees - Sec. 67-58:**

- a) Fees for permits established in this article shall be as provided by resolution of the town commission. Such fees are on file in the town clerk's office.
- b) The minimum fee for permit applications made under this article which the town commission can establish pursuant to subsection (a) above shall not be less than \$45.00.
- c) If any person commences any work on a building or structure before obtaining the necessary permit under this article, the fee for the permit, when obtained, shall be double the amount of the permit fee otherwise required plus \$200.00 if the total cost of the work on a building or structure is equal to or less than \$5,000.00, and four times the total amount of the permit fee otherwise required if the total cost of the work on a building or structure exceeds \$5,000.00.
- d) Immediately upon the application for a permit, 30 percent of the permit fee becomes non-refundable and shall be retained by the town to cover the administrative costs associated with the permit application process. All requests for a refund of the remaining 70 percent of the permit fee must be received within 60 days of application for a permit or, if a permit has been issued, within 30 days of the issuance of the permit.
  - 1) The town commission may choose to refund 100 percent of the fee based on the circumstances of a particular situation, irrespective of whether the request for such a return was made within the 30-day time limit.

**Posting of permits - Sec. 67-59:** Upon the issuance of any construction permit by the building code administrator, such permit(s), or a notice thereof, shall be posted forthwith, by the building code administrator, or other person designated by the building code administrator, which may include the permittee, on the real property where the construction is to occur, in such a manner that the permit or notice shall be visible and readable from the public right of way. The permittee shall furnish a suitable location, and reasonable protected facility for the posting of permits. The building code administrator shall approve the location and posting of permits, and may relocate or require the relocation of such permits. The permit shall remain posted continuously until final approval or acceptance of the improvement by the town. Removal, destruction, or defacement of a posted construction permit by any person prior to the issuance of a certificate of completion, a certificate of occupancy or unless otherwise removed by the building code administrator, shall constitute a violation of this section, and such person shall be required to pay a fine of \$100.00 for the first offense in any 12-month period, and further violation shall be subject to applicable law.

**Removal of debris from construction sites; storage of equipment and materials:**

- **Sec. 67-1 (a)** All building and construction sites within the town shall at all times be kept free of loose debris, paper, construction material waste, scrap construction material and other trash produced from the site. All materials and equipment used, placed or stored upon any building or construction site shall be maintained within the perimeter of the building site.
- **Sec. 67-1 (b)** All building and construction sites within the town shall provide suitable on-site commercial container(s), as determined and designated by the town, for the collection of loose debris, paper, construction material waste, scrap construction material and other trash produced from the site. The construction container(s) shall be provided with a cover or

covering that will prevent spilling or blowing of material from the container(s). The size and number of containers shall be adequate, as determined by the town, for the amount of material generated on the building or construction site. All said materials shall be containerized by the end of each day.

- **Sec. 67-1 (c)** Nothing in this section shall be deemed to permit the owner, general contractor or any of their employees, agents, or representatives to remove or dispose of debris, paper, construction material waste, scrap construction material and other trash produced from or on the site by onsite burning, or by piling or storage of said materials or equipment in the public streets or on property adjacent to the construction site.
- **Sec. 67-1 (d)** During construction, off-street parking for all personal vehicles and construction equipment shall be provided and shall be utilized to prevent on-street parking by construction personnel and equipment.
- **Sec. 67-1 (e)** Where concrete or any other substance permanently affixes itself to any road surface, public or private, causing the surface to be uneven or defaced, it shall be immediately removed by the person or persons responsible. Where mud or excessive dirt or soil from a construction site is tracked or deposited, by vehicle or otherwise, onto any road surface, public or private, it shall be immediately removed by the person or persons responsible. The person or persons responsible as identified in this section, shall mean the driver of the vehicle which deposited the substance onto the road surface, his employer, the owner of the real property containing the construction or demolition site and/or the general contractor in charge of a site from where the substance originated.
- **Sec. 67-1 (f)** If at any time the town notifies the owner or general contractor, personally or through their agent(s) or representative(s), in writing that construction activities are being conducted, or the construction site or any part thereof is being maintained, in violation of the provisions of this section, said violations shall be corrected within 24 hours of the notice. If the owner or general contractor does not satisfactorily correct the situation within 24 hours of said notification, in addition to any other enforcement actions available to the town pursuant to this Code or otherwise provided by law, upon written notice from the town given to the owner of the property, or to the general contractor, or to their agent(s), representative(s), or the person doing the work, work on the site shall immediately cease. Such written notice shall also state the conditions under which work may be resumed. Upon being notified of the elimination of the violation of the provisions of this section, the town shall inspect the site for compliance and allow resumption of the work.
- **Sec. 67-1 (g)** The owner of the property and the general contractor shall be jointly and severally responsible for compliance with the provisions of this section.
- **Sec. 67-1 (h)** The owner, or general contractor, personally or through their agent(s) or representative(s), shall have the right to appeal from the decision of the town ordering the cessation of all work and to appear before the code enforcement special master at a specified time and place to show cause why they should not comply with said notice.
- **Sec. 67-1 (i)** The enforcement procedures contained in this section are in addition to, and not in lieu of, any other enforcement procedures or remedies available to the town for the enforcement of its Code of Ordinances.

**Removal and securing of construction materials during tropical storm and hurricane warning or watch required:**

- **Sec. 67-3 (a)** When the National Weather Service, National Hurricane Center or appropriate weather agency shall declare a tropical storm watch or warning or a hurricane watch or warning for any portion of the county, all construction materials, including roof tiles, and debris on all building and construction sites within the town shall be secured, stored or removed so as not to create a safety hazard because of hurricane or tropical storm force winds.
- **Sec. 67-3 (e)** From June 1 to November 30 of each calendar year, construction or roofing materials which are loaded on a roof shall immediately be tied down and shall remain tied down in such a manner as to prevent such materials from being blown off the roof by heavy winds until the permanent installation of the materials.

**Temporary fencing or other erosion control device - Sec. 67-153 (d):** Vegetative cover or other erosion control devices or structures used to meet these requirements shall be properly maintained during and after construction. This includes the installation of temporary fencing or other erosion control device for the purpose of protecting adjacent properties from the results of wind erosion during the construction.

**Pollution of the town's stormwater drainage system:**

- **Sec. 66-97** Any discharge to the stormwater system containing any sewage, industrial waste or other waste materials, or containing any materials in violation of federal, state, county, municipal, or other laws, rules, regulations, orders or permits, is prohibited.
- **Sec. 66-98** As soon as any person has knowledge of any discharge to the stormwater system in violation of this article, such person shall immediately notify the building official by telephone, and if such person is directly or indirectly responsible for such discharge, then such person shall also take immediate action to ensure the containment and clean-up of such discharge and shall confirm such telephone notification in writing to the building official, at mailing address, within three calendar days.
- **Sec. 66-99** The building official may issue an order to any person to immediately cease any discharge, or connection to the stormwater system, determined by the building official to be in violation of any provision of this article, or in violation of any regulation or permit used hereunder.

**Sanitary facilities at construction sites - Sec. 67-2:** The owner or general contractor shall provide each construction job with proper sanitation facilities for use of personnel to be employed in, on or about the construction upon such premises. The placement of such facilities shall be depicted on the site plan. Such facilities shall be inspected and meet the approval of the building official prior to use, and any facility that does not meet the approval of the building official shall not be used for sanitary purposes until so approved. Such facilities shall be serviced and emptied at least weekly.

Questions or concerns, please contact the Town of Ocean Ridge at 561-732-2635 or email [info@oceanridgeflorida.com](mailto:info@oceanridgeflorida.com). The town's entire code is available at [municode.com](http://municode.com).