



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

Change of Permit Status Request

Please note: Form to be filled out by Property Owner, Contractor, or Authorized Agent (attach Authorized Agent Letter)

Date: _____ **Permit Number:** _____

Permit Address: _____

Name: _____ **Phone:** _____

Original Permit Scope: _____

Applicant is requesting one of the following to be approved by the Building Official:

- Administratively Close Building Permit (work commenced, no inspections and/or final inspections conducted)
- Cancellation of Building Permit (no work commenced)
- Renew Building Permit one time for an additional 6 months

Permit Applicant Signature: _____

BUILDING DEPARTMENT USE ONLY

Fee Due: \$50.00 (cash or check_____) Date: _____ OR: _____
(No fee for the cancellation of a permit.)

Building Official: _____ Date: _____