



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

Fence Permit Checklist

Please submit **two copies** from the list below along with one building permit application for a permanent fence or gate:

- Current survey showing setbacks, septic tank and drainfield, easements, right-of-ways, existing fence/gates
- Mark on survey where proposed fence or gate will be installed
- Palm Beach County Health Department required if new fence or gate installed near septic tank and/or drainfield
- Utility Easement Consent Form (if applicable)
- 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
- 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/or 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.