



# TOWN OF OCEAN RIDGE

6450 N Ocean Blvd, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## General Permitting & Building Department Information

Below is a general guideline of the building permit application package process, inspections, contractor responsibilities and more.

### Building Permit Applications

The following are examples of work that require a building permit application. This may not be a complete list. If you are unsure of what type of work requires a permit or if you have any questions, please call the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

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

\* Indicates that permit packages may need to be reviewed/inspected by the following: Boynton Beach Fire Department Station Number 5, City of Boynton Beach, Palm Beach County Health Department, Florida Department of Environmental Protection, Army Corp of Engineers, Town of Ocean Ridge Town Engineer, and more. This list may not be all-inclusive and may be part of plan review comments. Please contact the Building Department with any questions at 561-732-2635 or via email at [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

## **Building Permit Application Process & Information**

### **Building Permit Application Package**

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

Separate checklists available at: [https://www.oceanridgeflorida.com/departments/building\\_and\\_\\_zoning/forms.php](https://www.oceanridgeflorida.com/departments/building_and__zoning/forms.php).

- **Building Permit Application:** Submit one (1) original completed permit application and sub-permits (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application. A licensed contractor must apply for multi-family permits.
- **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 Sub Contractor's permits).
- **Construction Site Management Handbook:** First page and each page to be completed and signed and initialed by the contractor and property owner and submitted to the Building Department prior to the release of a permit. The handbook is to be kept on the job site attached to the permit package at all times.
- **Scope of Work/Square Footage Value:** Submit two (2) copies of the scope of work and square footage value between contractor and owner as well as any sub-contractors.
- **Plans:** Submit two (2) sets of signed/sealed plans (large and legible), current surveys (if applicable), and/or any back-up material (including highlighted NOAs, energy calcs, etc.). An additional copy may be required if drainage is impacted. If drainage/engineering related, submit three (3) sets of plans/paperwork. Please see applicable checklists available on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for guidance.
- **Boynton Beach Fire Department:** Approval from Boynton Beach Fire Department Station Number 5 is required for gas tanks and lines, gates in multi-family projects, and more. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact Boynton Beach Fire Department Station Number 5 at 561-742-6600 for more information.
- **Boynton Beach Utilities:** Approval from Boynton Beach Utilities for potable water is required for all new structures, additions and large remodels. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact Boynton Beach Utilities at 561-742-6400 for more information.
- **Palm Beach County Health Department:** Approval from Palm Beach County Health Department is required for projects such as new structures, additions, remodels, driveways/walkways, pavers, pools, fences/gates and more. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact the Palm Beach County Health Department at 561-837-5940, 561-837-5917, or [FDOHPB-Septic@flhealth.gov](mailto:FDOHPB-Septic@flhealth.gov) for more information.

- **Notice of Commencement:** Submit two (2) recorded/certified copies of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$15,000+ for A/C permits replacements, \$7,500 for new) prior to permit issuance. Where to file NOC: Palm Beach County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. South Palm Beach County Courthouse at 200 W. Atlantic Avenue-Recording Dept., Delray Beach. Phone number: 561-274-1588.
- **Condo/Association Approval:** Multi-family and some common area type permits may need to include association approval with permit package. Please include two (2) copies of the approval letter with the permit package (minus exact a/c change-out, exact water heater change-out).
- **Additional Documentations and Forms:** Additional documentation may be required prior to submitting the permit package and/or after the initial zoning/building permit review. Please see the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for additional forms and checklists such as: Building Permit Checklist (for new structures/additions/remodels), Demolition Checklist, Driveway Checklist, Fence Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revision, Roofing Packet, Substantial Improvement/Substantial Damage Packet, and more.
- **Elevation Certificate:** Elevation Certificates are required with construction plans, before going vertical, and upon completion of a project. New structures, additions (outside of the existing footprint), and substantially improved/substantially damaged projects will need to submit an Elevation Certificate (finished construction) before a Final Building Inspection/Certificate of Occupancy/Completion will be issued.
- **Proof of Ownership:** Submit Proof of Ownership if owner(s) name differs from Property Appraiser's website.
- **Substantial Improvements/Substantial Damage Projects:** If a project is close to the 50% (35% or more) threshold then the applicant shall submit a detailed and complete cost estimate for the proposed project prepared and signed by the contractor. An appraisal may also be required as part of the permit package. The substantial improvement/substantial damage detailed construction cost breakdown itemization package is available on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com).

### **Permit Fees**

- Permit fees are based on the total cost of the project and any related reviewed as per the Appendix B fee schedule. Fees are to be paid at the time of submittal. We accept cash, check, debit, VISA, Mastercard, Discover, American Express and echeck. The service fee for debit/credit cards is 3% of the permit fee and \$2.00 for echecks. A balance may be due upon issuance of a permit. Use this link to pay online and submit receipt with permit application: <https://client.pointandpay.net/web/TownofOceanRidge>
- Please see the Appendix B of the town's fee schedule on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for fees, penalty fees (work without a permit), excessive plan review fee, on-site revisions, permit fee reduction incentives, re-inspection fees, etc.
- Permit Fee Reduction Incentive Program is available with proof of the installation per item(s): LEED certification, Energy Efficient Products (Solar Panel, Solar Water Heater), Preservation

of historic/native/noble trees, Preservation or relocation of tree(s), Addition of shade tree(s). Please see the Appendix B of the town's fee schedule for more details.

- Did you know you may request to expedite a permit? The fee is 50 percent of the building permit fee plus \$50.00.

### **Permit Review and Issuance**

- Owner/Builders and contractors/sub-contractors may not start work until their permit package has been approved and the permit package has been posted at the permitted work address.
- Permit processing timeframe may be from 2 weeks to 30 days.

### **Permit Expiration**

- As per the Town Code 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 showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon showing good cause.

### **Inspections**

- Inspections required are marked on the yellow permit card. Additional inspections may be required during on-site visits.
- The complete approved permit application 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. Please leave contact information for inspector.
- Inspection requests may be emailed to [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com) during office hours as noted in the bullet point above. Please complete and email the inspection request form found on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com). Incomplete requests will not be accepted.
- 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.

- Failed inspections may result in a \$50 re-inspection fee to be paid prior to rescheduling another inspection.
- Engineering inspections will be charged \$150.00 each inspection after the first initial inspection.

### **Work Hours**

- Contractors may work Monday through Friday from 8AM-6PM and on Saturdays from 8AM-1PM.
- No work on the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day
- No inspections will occur on the above holidays and the following days: Martin Luther King, Jr.'s Day, President's Day, Juneteenth, Columbus Day, Veteran's Day, and the day after Thanksgiving.

Should you have any questions regarding the permitting process and procedures, please call the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

## **HELPFUL CONTACT INFORMATION**

### **ARMY CORP OF ENGINEERS**

4400 PGA BLVD #203, PALM BEACH GARDENS, FL 33410  
PHONE: 561-472-3500 / EMAIL: [WEST.PB.RO@USACE.ARMY.MIL](mailto:WEST.PB.RO@USACE.ARMY.MIL)

### **BOYNTON BEACH FIRE RESCUE STATION 5**

2080 HIGH RIDGE ROAD, BOYNTON BEACH, FL 33426  
PHONE: 561-742-6600 / WEBSITE: BBFRD.ORG

### **BOYNTON BEACH UTILITIES**

124 E. WOOLBRIGHT ROAD, BOYNTON BEACH, FL 33426  
PHONE: 561-742-6400 / WEBSITE: BOYNTON-BEACH.ORG

### **FLORIDA DEPT. OF ENVIRONMENTAL PROTECTION**

DAVID KIECKBUSCH: 561-681-6646 (FOR CCCL FIELD PERMITS)  
DEREK BELLAMY: 850-245-8419 (PALM BEACH COUNTY REPRESENTATIVE)  
CELORA DOUSE JACKSON: 850-245-7668 (FOR CCCL NON-FIELD PERMITS)

### **FLORIDA DEPT. OF TRANSPORTATION – DISTRICT 4**

7900 FOREST HILL BLVD, WEST PALM BEACH, FL 33413  
PHONE: 561-432-4966 / WEBSITE: FDOT.GOV

### **OCEAN RIDGE BUILDING DEPARTMENT**

TOWN HALL: 561-732-2635 (MAIN)  
6450 N OCEAN BLVD, OCEAN RIDGE, FL 33435  
WEBSITE: OCEANRIDGEFLORIDA.COM  
LISA BURNS, BUILDING CLERK: 561-732-2635, EMAIL: [LBURNS@OCEANRIDGEFLORIDA.COM](mailto:LBURNS@OCEANRIDGEFLORIDA.COM)  
POLICE DEPARTMENT NON-EMERGENCY: 561-732-8331

### **PALM BEACH COUNTY COURTHOUSE CLERK & COMPTROLLER - NOTICE OF COMMENCEMENT RECORDING**

MAIN COURTHOUSE: 205 N DIXIE HWY ROOM 4.25, WEST PALM BEACH, FL 33401  
PHONE: 561-355-2991  
SOUTH COUNTY COURTHOUSE: 200 W. ATLANTIC AVENUE, DELRAY BEACH, FL 33444  
PHONE: 561-355-2996  
WEBSITE: MYPALMBEACHCLERK.COM/RECORDING/NOC.ASPX

### **PALM BEACH COUNTY DEPT. ENVIRONMENTAL RESOURCES MANAGEMENT**

2300 JOG ROAD 4<sup>TH</sup> FL, WEST PALM BEACH, FL 33411  
PHONE: 561-233-3400 / WEBSITE: DISCOVER.PBCGOV.ORG/ERM/

### **PALM BEACH COUNTY HEALTH DEPARTMENT**

800 N. CLEMATIS STREET, WEST PALM BEACH, FL 33401  
PHONE: 561-837-5940 OR 561-837-5917 / EMAIL FOR SUBMITTAL: [FDOHPB-SEPTIC@FLHEALTH.GOV](mailto:FDOHPB-SEPTIC@FLHEALTH.GOV)

### **PALM BEACH COUNTY PROPERTY APPRAISER'S OFFICE**

SOUTH COUNTY SERVICE CENTER: 14925 CUMBERLAND DRIVE, DELRAY BEACH, 33446  
PHONE: 561-276-1250  
COUNTY GOVERNMENTAL CENTER: 301 N OLIVE AVENUE, WEST PALM BEACH, FL 33401  
PHONE: 561-355-2866  
WEBSITE: CO.PALM-BEACH.FL.US/PAPA/

### **PALM BEACH COUNTY TAX COLLECTOR'S OFFICE**

501 S CONGRESS AVENUE, DELRAY BEACH, FL 33445  
PHONE: 561-355-6879 / WEBSITE: PBCTAX.COM

### **PALM BEACH COUNTY VISTA CENTER - IMPACT FEE DEPT.**

2300 N. JOG ROAD, 2<sup>ND</sup> FL, WEST PALM BEACH, FL 33411  
PHONE: 561-233-5025 / WEBSITE: DISCOVER.PBCGOV.ORG/PZB/ADMINISTRATIVE/PAGES/IMPACT-FEES.ASPX

### **SOUTH FLORIDA WATER MANAGEMENT**

HEADQUARTERS: 3301 GUN CLUB ROAD, WEST PALM BEACH 33406  
REGIONAL REPRESENTATIVE, LAURA CORRY  
PHONE: 561-682-6012 / WEBSITE: SFWMD.GOV