TOWN OF OCEAN RIDGE
6450 N. Ocean Blvd., Ocean Ridge, FL 33435
561.732.2635 Main ♦ permit@oceanridge.gov ♦ www.oceanridge.gov

General Permit Checklist

- ☐ Contractor Registration with Town of Ocean Ridge.
- ☐ UNIVERSAL COUNTY-WIDE/MUNICIPAL BUILDING PERMIT APPLICATION FORM signed and notarized by owner & contractor per FL Bldg. Code 107.1 & 109.3.
- ☐ Sub-Contractors Contractor Registration with Town of Ocean Ridge.
- ☐ UNIVERSAL COUNTY-WIDE/MUNICIPAL BUILDING PERMIT APPLICATION FORM (Sub-Permit)
  If Fee & Value of a Sub-Permit are covered under a Primary Permit.
  If not covered under a Primary Permit, complete the entire application to apply for a stand-alone permit.
- ☐ Complete list of all subcontractors (only for large-scale projects).
- ☐ Scope of Work which includes an estimated total value of the work (including materials and labor) for all components per FL Bldg. Code 109.3.
- ☐ Recorded & Certified (NOC) Notice of Commencement (if applicable):
  - if the total job value on the Contract/SOW is greater than **$5,000.00.**
  - if the total job value on the Contract/SOW to repair/replace A/C system in an amount greater than **$15,000.00.**
- ☐ Construction Site Management Handbook signature page.
  - The Handbook signature page will only need to be submitted with the permit package for projects with a total job value GREATER THAN $5,000.00.
- ☐ Palm Beach County Property Appraiser's Property Detail Record.
- ☐ Asbestos Notification Statement (for any jobs performed in Commercial Buildings (Condos) & DEMOS)
- ☐ Condo/Association HOA Approval Letter (if applicable).
- ☐ Signed & sealed Plans for the project.
- ☐ A current Survey (dated within a year) (if applicable).
- ☐ Product Approvals (NOAs)