



TOWN OF OCEAN RIDGE_BUILDING DEPARTMENT

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

CONSTRUCTION SITE MANAGEMENT HANDBOOK

We are now only requiring the signature page of the HANDBOOK. (Each page of the Handbook does not have to be initialed by both parties anymore.) The Handbook signature page will only need to be submitted with the permit package for projects with a job valuation GREATER THAN \$5,000.00.

I _____, swear (affirm) that I have read the Town of
(Contractor and/or Owner's Name)

Ocean Ridge's Construction Site Management Handbook in its entirety and do hereby agree to comply with all provisions in this document and the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION. I further understand that I am responsible for all citations issued for violations of the provisions of this handbook.

Permit Address:

Permit #:

Contractor/Qualifier's Signature:

Property Owner's Signature:

Date:

Date:

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all primary building permits issued by the Town or any permit for which a fee is charged on a single permit job. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.



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CONSTRUCTION SITE MANAGEMENT HANDBOOK

**MUST BE
POSTED
AT JOB SITE
WITH PERMIT**

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all building permits and sub-permits issued by the Building Department. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.



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I. INTRODUCTION

This handbook has been developed by the Town of Ocean Ridge to familiarize contractors with the Town's rules and regulations regarding construction sites and to minimize problems and delays in completing construction projects. The Town of Ocean Ridge is situated in a delicate microhabitat. Normal rules of construction will result in irreparable damage to our environment and as such this document is intended for you to, understand and respect the uniqueness of this locale and to conduct yours and your clients' improvement in a non-volatile manner. The Town is fully aware that building construction is a complex and difficult process even under the best of conditions. Problems do and will arise. However, through careful thought and planning prior to beginning the process, the Town believes the number and severity of problems can be reduced or avoided altogether. The Contractor is responsible for understanding the provisions of this handbook as well as abiding by the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION.

This handbook addresses the most common problems experienced by contractors, residents and the Town government during construction projects. While the handbook is comprehensive and its rules and regulations apply to all construction sites, the Town intends to administer it using a cooperative, common sense approach. Just as the type and degree of potential problems vary greatly from site to site, so too will the administration of these rules and regulations vary. Accordingly, all parties are encouraged to focus on the *objective* of a particular rule or regulation rather than on the specific *methods* suggested for achieving that goal. If there is a better method, it will be considered. With the help of all parties, the Town believes the handbook can be administered fairly, while also permitting a great deal of flexibility.

The Town Building Official has been charged with implementing these rules and regulations and all questions and comments should be directed to him/her. However, any Contractor who is aggrieved by the Building Official's application of these regulations may appeal to the Town Manager for relief, any appeal from the Town Manager's decision shall be pursuant to the Town Code of Ordinances. Please note, however, that while the Building Official has the primary responsibility for enforcing these rules and regulations, the Police Department and Town Manager may also enforce these provisions.

II. APPLICABILITY

The rules and regulations in this handbook shall apply to all construction sites and **shall become a condition of the building permit**. A construction site is any real property, dwelling unit, structure or building for which one or more building permits has been issued by the Town, including those with inactive or expired building permits where construction activities have been initiated but not completed. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to them, may result in a stop work order by the Town, and repeated violations may result in the revocation of all building permits.

For purposes of administering this handbook **the Contractor paying the fee and property owner shall be jointly accountable** for all responsibilities assigned by this handbook to the "Contractor."



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However, to avoid confusion and delays, a principal contact with the either the Contractor or the Property Owner should be established with the Town at the time the primary building permit is issued.

III. PRE-CONSTRUCTION MEETING

Prior to making an application for a building permit, contractors are encouraged to meet with Town staff to review the applicable rules and regulations contained in this handbook. Construction site plans, other drawings and/or documents pertinent to construction operations may be required before the building permit can be issued. Compliance with these rules and regulations shall become a condition of the building permit, **and acceptance of the building permit by the Contractor shall serve as an acknowledgement of this condition.**

IV. RULES AND REGULATIONS

1. OFF-SITE DAMAGE

The Contractor shall be responsible for all off-site damage to roads, rights-of-way, easements, utilities and private property caused by any activity related to his/her construction site. This includes damage by his/her employees, sub-contractors and suppliers. The Town may impose a construction bond as specified in Sec. 65-61 Town Code of Ordinances.

Several of the rules and regulations in this handbook are intended to prevent or minimize off-site damage. **Accordingly, the Contractor needs to inform all employees, sub-contractors and suppliers of these rules and regulations and the high potential for off-site damage due to the presence of narrow streets, tight corners, and extremely soft shoulders.**

The above notwithstanding, the Town recognizes that accidents can happen. In those instances, the contractor needs to take the following actions:

1. Inform the Town Police Department immediately as to the location and extent of the damage.
2. Inform the Town as to how the incident occurred and the parties involved.
3. Inform the Town as to the corrective actions that will be taken and when they will be completed. (All repairs should be made within 24 hours or as soon as practical.)
4. Inform the Town as to the actions to be taken to prevent the accident from occurring again in the future.

If the above actions are followed, there should be few problems. However, repeated damages, particularly of the same type, such as running off the road, will not be tolerated even if they are continually repaired. It is the Town's goal to **prevent** off-site damages, not to simply repair them when they occur.



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2. VEGETATION PROTECTION

Prior to beginning any site work, all existing vegetation to be maintained or relocated shall be fenced or otherwise protected from damage, including the provision of temporary irrigation where necessary and shall be in accordance with Section 67-8 of this Code.

3. PERMIT POSTING

All Town building permits shall be posted in a single, conspicuous location at the front of the site and in accordance with Section 67-59 of this Code. One complete set of approved plans shall be maintained on-site at all times.

4. TRAILERS/DUMPSTERS/PORTABLE TOILETS

Construction trailers, dumpsters and/or portable toilets shall be used provided the requirements listed below are met. Prior to locating any of these facilities on a site, a plan indicating their locations and other pertinent information shall be submitted to the Building Official for approval. Prior to the issuance of certificate of occupancy/completion, all such facilities shall be removed from the site.

Trailers

Shall be allowed in accordance with Section 67-9 of the Town Code.

Dumpsters

Roll-off dumpsters shall be provided on all sites as follows:

1. Dumpsters shall be positioned perpendicular to the street or otherwise be screened from view from the street.
2. Dumpsters shall be located at least 10 feet from all property lines.
3. Trash piles, other than vegetation, are prohibited.
4. Burning of any material is prohibited.

Portable Toilets

Portable toilets may be permitted provided the following are met:

1. Shall not face the street.
2. Shall be located at least 10 feet from all property lines.
3. Shall be screened from the public.

5. SIGNS

Signs shall be posted in accordance with the Town's sign code.

6. EROSION AND STORMWATER CONTROL

Appropriate erosion and stormwater control methods shall be used during construction to prevent adverse impacts to neighboring properties and adjoining streets and shall be in accordance with Section 67-7 of the Town Code. This may necessitate the creation and maintenance of temporary



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swales, retention areas and/or berms. Further, the Contractor must show all drainage structures located in the public right-of-way that are located within 300 feet of the property. The Contractor shall be required to install silt fences or other protective measures around such drainage structures if required by the Town.

To prevent dirt from being tracked onto adjoining streets, parking areas should be covered with appropriate, compacted materials. **Dirt and mud or construction material tracked onto adjoining streets shall be immediately removed in accordance with Code Section 67-1, and shall also be swept daily, and hosed or mechanically cleaned weekly if necessary.**

When deemed necessary during construction and prior to the final approval, all Town stormwater infrastructure and outfall in the right-of-way shall be vacuumed out to remove silting in the system due to construction activity.

7. WORKING HOURS

The working hours specified in Section 34-83 of the Town Code shall be strictly observed.

8. PARKING

On-Site Parking

All vehicles associated with the construction or construction personnel shall be parked completely on the construction site and/or an alternate location approved by the Building Official. A maintenance of traffic plan (MOT) will be required if deemed necessary by the Building Official and/or Traffic Engineer. On-site parking areas should be covered with a suitable, compacted material to prevent dirt and mud from being tracked or washed onto adjacent streets and properties. Washing or repairing vehicles anywhere in the Town is prohibited. A maximum number of on-site parking passes will be determined by the Building Official based on the approved site plan. Approved on-site parking passes will be provided at no additional cost at a pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked on-site.

Alternate Parking Sites

Alternate parking sites may be approved by the Building Official and/or Police Chief provided the following requirements are met:

1. The owner of the alternate parking site has granted written permission.
2. The alternate parking area is composed of a suitable, compacted surface.
3. The parking area is prepared in such a manner so as to prevent erosion and stormwater runoff onto streets and neighboring properties.
4. No significant vegetation (non-invasive trees or shrubs with a caliper of 4 inches or greater) or topographic features shall be removed or disturbed.
5. Alternate parking sites shall be used for parking only. Washing or maintaining construction-related vehicles is prohibited as are all other activities related to the construction site.
6. Alternate parking sites shall be kept free of litter and other debris.
7. A plan shall be prepared showing the number and location of vehicle parking spaces. A maximum number of alternate-site parking passes will be determined by the Building Official based on the approved plan. Approved alternate-site parking passes will be provided at no additional cost at a



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pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked at the alternate-site.

8. Use of the alternate parking site shall not cause a traffic hazard or cause a significant disruption to the privacy and peaceful enjoyment of neighboring properties.
9. Prior to the issuance of certificate of occupancy/completion for the construction site, the alternate parking site shall be restored to a condition and appearance better than or equivalent to the condition and appearance prior to the use as an alternate parking site.

Parking in the Public Right of Way

Parking in the public right of way is prohibited unless allowed by the Building Official. In order to be able to park in the public right of way the contractor/owner must provide sufficient documentation/information to the Building Official that he/she is unable to accommodate all of the vehicles associated with the construction activity on the site. If the Building Official allows parking in the public right of way, it shall be through the issuance of a public right of way parking pass. The Building Official may approve a maximum of two Right-of-Way parking passes if he/she determines that it will not be detrimental to the community, and the applicant provides proper documentation and pays the fees. The permits may be issued per construction site and the permits must be placed in the dashboard of each vehicle. If the permit is not visible or if a vehicle fails to have a permit the Town may take whatever action is legally allowed including, but not limited to, code enforcement action and issuing stop work orders for the entire construction site. No certificate of occupancy/completion shall be granted until any and all damage, caused by the parking of the construction vehicles in the public right of way, has been repaired to the satisfaction of the Building Official. All passes expire within 180 calendar days after issuance.

9. NOTICE TO ADJACENT PROPERTY OWNERS

The person making or causing an excavation or demolition to be made shall provide written notice to the *owners* of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation or demolition. Copies of notices and mail receipts/signatures of receipts shall be maintained by the contractor or owner/builder for audit by the Town.

10. PROTECTION OF ADJOINING PROPERTY/FLOOD MITIGATION

All public and private lots abutting construction site shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

11. TRUCKS

Due to the narrow streets, tight corners, very soft shoulders, and instable road-base conditions in Town, semi-trailers and trucks over 9 tons (when loaded) are discouraged on all Town streets. Accordingly, contractors are strongly encouraged to use smaller vehicles and notify their suppliers to do likewise. In



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the event an alternate delivery vehicle cannot be arranged, all semi-trailers and trucks over 9 tons (when loaded) shall notify the Police Department of their pending arrival at least 24 hours in advance. Further, **the drivers of such vehicles and the general contractor shall be responsible for any and all damage caused to rights-of-ways, roads, utilities, and private properties.**

12. LOADING AND UNLOADING

Shall be in accordance with Sections 64-48 and 67-6 of the Town Code.

13. BUILDING MATERIALS STORAGE AND SITE MAINTENANCE

Storage and site maintenance shall be in accordance with Section 67-1 of the Town Code.

14. NOISE

Noise restrictions shall be in accordance with Section 34-83 of the Town Code.

15. OCCUPANCY

Occupancy of any structure without a Certificate of Completion or Certificate of Occupancy is prohibited. This prohibition includes the temporary occupation of the structure under construction by security or other personnel. Full or partial renovations that affect sleeping areas and new structures shall not be occupied until a Certificate of Completion or Certificate of Occupancy has been granted as per Florida Building Code 7th Ed. (2020) 111.1, 111.3, and 111.5.

A Temporary Certificate of Occupancy/Completion application may be submitted to the Building Official for review and approval prior to occupancy.

16. EMERGENCY MEASURES DURING STORM EVENTS

Removal and securing of construction materials during tropical storm and hurricane warning or watch shall be in accordance with Section 67-3 of the Town Code.

17. TEMPORARY FENCING

Fencing shall be installed in accordance with Section 67-4 of the Town Code. **FENCING SHALL NOT BE REMOVED FOR ANY REASON UNLESS YOU HAVE BUILDING OFFICIAL CLEARANCE.**

V. FINES AND PENALTIES

Failure to comply with the rules and regulations contained in this handbook, or with the plans and documents approved by the Building Official pursuant to+ this handbook, may result in fines assessed against the property, a Stop Work Order being issued or revocation of building permits. For the purposes of this handbook, uncorrected violations shall be considered separate violations for each day they go uncorrected. Violations may be issued by the Building Official, any Town Police Officer, or the



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Town Manager; however, all offenses/warnings shall be cumulative regardless of who issued them.

VI. LIGHTING

Construction lighting is subject to approval from the Building Official and shall not adversely affect neighboring properties.

The above notwithstanding, nothing herein shall preclude the Town or its employees from taking any and all actions permissible under federal, state and local laws to enforce, cite or correct violations of federal, state or local laws which may or may not be covered in this handbook.



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Appendix A

CHAPTER 4: BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENTATION CONTROL

Construction Specifications

Fabric Drop Inlet Sediment Filter

1. Fabric shall be cut from a continuous roll to avoid joints.
2. Stakes shall be 2 x 4 inches (5 x 10 cm) wood (preferred) or equivalent metal with a minimum length of 3 feet (90 cm) (see **Figure 4.5a**).
3. Staples shall be of heavy duty wire at least ½ inch (13 mm) long.
4. Stakes shall be spaced around the perimeter of the inlet a maximum of 3 feet (90 cm) apart and securely driven into the ground a minimum of 8 inches (20 cm). A frame of 2 x 4 inches (5 x 10 cm) of wood shall be constructed around the top of the stakes for proper stability.
5. A trench shall be excavated approximately 4 inches (10 cm) wide and 4 inches (10 cm) deep around the outside perimeter of the stakes (see **Figure 4.5b**).
6. The fabric shall be stapled to the wooden stakes, and 8 inches (20 cm) of the fabric shall be extended into the trench. The height of the filter barrier shall be a minimum of 15 inches (38 cm) and shall not exceed 18 inches (45 cm).
7. The trench shall be backfilled and the soil compacted over the fabric.





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Appendix B

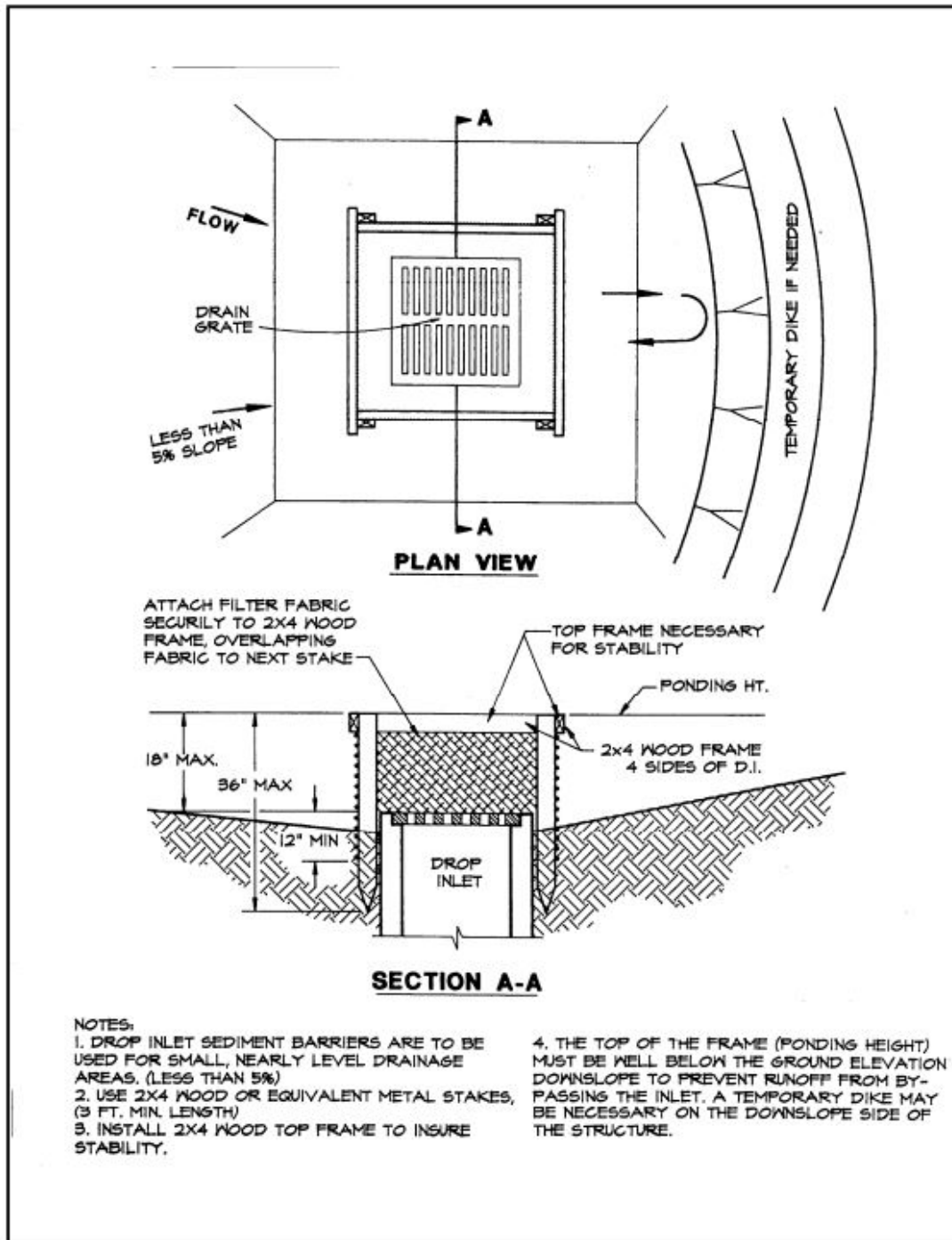


Figure 4.5a. Silt Fence Drop Inlet Sediment Barrier

Source: Erosion Draw



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Appendix C

Code Enforcement Fines and Community Standards Citations Fee Schedule

<u>CODE ENFORCEMENT FINES</u>		
FIRST OFFENSE PER DAY, NOT TO EXCEED	\$ 250.00	16-9
REPEAT OFFENSE PER DAY, NOT TO EXCEED	\$ 500.00	16-9
IRREPLACEABLE/IRREPARABLE OFFENSE, NOT TO EXCEED	\$ 5,000.00	16-9
VIOLATIONS OF LAND DEVELOPMENT CODE, NOT TO EXCEED	\$ 500.00	63-4
CABLE COMMUNICATIONS, VIOLATIONS OF CHAPTER, PER DAY	\$ 100.00	15-29
CONSTRUCTION ABANDONMENT, PER DAY AFTER PERMIT EXPIRES	\$ 250.00	67-12
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 1ST OFFENSE	\$ 100.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 2ND OFFENSE	\$ 200.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 3+ OFFENSE	\$ 300.00	34-83
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST OVER \$5,000	4x PERMIT FEE	
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST UNDER \$5,000	2x PLUS \$200	
ENGINEERING REVIEW & SURVEY, NOT TO EXCEED	\$ 500.00	67-57
NOT POSTING CONSTRUCTION PERMIT AS REQUIRED, 1ST OFFENSE	\$ 100.00	67-59
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 1ST OFFENSE	\$ 100.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 2ND OFFENSE	\$ 200.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 3RD OFFENSE	\$ 300.00	34-6
WATER RESTRICTION PENALTIES, 1ST VIOLATION, NOT TO EXCEED	\$ 25.00	58-47
WATER RESTRICTION PENALTIES, 2ND VIOLATION, NOT TO EXCEED	\$ 500.00	58-47
<u>COMMUNITY STANDARDS CITATIONS</u>		
COMMUNITY STANDARDS CITATION, GENERAL, FIRST OFFENSE IS A WARNING, OR	\$ 25.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, SECOND OFFENSE	\$ 100.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, THIRD OFFENSE	\$ 250.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, FOURTH + OFFENSE	\$ 500.00	16-24
COMMUNITY STANDARDS CITATIONS, PENALTIES FOR CONTESTING, UP TO	\$ 500.00	16-24
DUMPSTER COVER VIOLATION, FIRST OFFENSE	\$ 50.00	
DUMPSTER COVER VIOLATION, SECOND OFFENSE	\$ 100.00	
DUMPSTER COVER VIOLATION, THIRD OFFENSE	\$ 200.00	
DUMPSTER COVER VIOLATION, FOURTH + OFFENSE	\$ 300.00	
OVERGROWN LOT ON CONSTRUCTION SITE, FIRST OFFENSE	\$ 50.00	
OVERGROWN LOT ON CONSTRUCTION SITE, SECOND OFFENSE	\$ 100.00	
OVERGROWN LOT ON CONSTRUCTION SITE, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE PARKING, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE PARKING, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE PARKING, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$ 250.00	
FOR THE VIOLATIONS LISTED BELOW, THE FIRST OFFENSE IS A WARNING OR \$25 CITATION;		
SECOND OFFENSE IS \$50 CITATION, AND THIRD + OFFENSE IS \$100 CITATION:		
POD WITHOUT APPROVAL		



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DESCRIPTION	FEE	CODE SECTION
OVERNIGHT PARKING		
U-HAUL/COMMERCIAL VEHICLES		
BOATS/TRAILERS		
SIGNAGE VIOLATION (NON-CONTRACTOR)		
DOG ON BEACH		
TRASH VIOLATION		
OVERGROWN LOT - NON-CONSTRUCTION SITE		