

TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435
561.732.2635 Main ♦ permits@oceanridgeflorida.com ♦ www.oceanridgeflorida.com



Change of Permit Status Request

Permit Number: _____ Original Application Date: _____ Expiration Date: _____

Permit Address: _____

Applicant's Printed Name: _____ Phone: _____

Applicant's Email: _____

Original Permit Description: _____

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

- Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.
- Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.
- Renew Building Permit. The permit shall be declared expired at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 permit application and \$50.00 per sub permit (if applicable). Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.
- Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon submittal.

Applicant's Signature Date

Applicant's Printed Name

NOTARY

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, on this _____ day of _____ 20____.

STAMP

Notary's Signature

Personally Known or Type of Identification Produced: _____

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BUILDING DEPARTMENT USE ONLY

Date: _____

Cancellation of Building Permit. No Fee.

Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

Renew Building Permit one time for _____ month(s). Fee: \$50.00 per application and \$50.00 per sub permit (if applicable).

New expiration date: _____, 20_____.

Other. \$50.00 fee due.

Fee Due: \$_____ cash/check/cc_____ Date Payment Received: _____

Building Official: _____ Approval Date: _____