

# TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

561.732.2635 Main ♦ [permits@oceanridgeflorida.com](mailto:permits@oceanridgeflorida.com) ♦ [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)



## Demolition Permit Checklist

Per Ordinance 2021-01, partial and full demolition permits must be completed within 60 days from the commencement of the demolition and all other town requirements completed within 120 days from the issuance of the building permit. Applications for partial or full demolitions will not be approved unless it meets all requirements set forth in Ordinance 2021-01. Please review Ordinance 2021-01 prior to submittal to ensure proper compliance.

Please submit **two copies** from the list below along with a building permit application for demolition of a structure:

- Original Letter of Credit equal to 110-percent of the total cost of the demolition project which shall include grading and other requirements of sections 67-136, 67-137, 67-153, and all other applicable requirements of the Town's Code of Ordinances. See Ordinance 2021-01 for more details.
- Palm Beach County Health Department - Abandonment of Septic Tank (Note: this requires a letter from a septic contractor stating that the tank has been pumped out).
- Extermination Certification Letter (obtain letter from company).
- Asbestos Notification Statement
- Letter from FPL stating that the service has been disconnected for demo clearance (form provided).
- Letter from ATT/BellSouth (phone company) stating service has been disconnected for demo clearance (form provided).
- Letter from cable company stating that service has been disconnected for demo clearance (form provided).
- Letter from gas company stating that service has been disconnected for demo clearance (use company form).
- Letter from the City of Boynton Beach Utilities/Water Department, 561-742-6427, stating that the water service has been disconnected for demo clearance (obtain letter from Boynton Utilities).
- Proof from City of Boynton Beach Utilities/Water Department, 561-742-6427, that a temporary construction meter has been ordered and will be placed.
- Survey.
- Letter from Landscape Architect/Arborist certifying that there are no historic/specimen trees will be removed. On the survey, highlight the trees/vegetation that will be removed and submit a list of the specimen. Permit required for tree alteration/removal (separate checklist).
- Two (2) sets of project Contract/Scope of Work between the Applicant & the Owner signed by BOTH parties including: Contractors contact information: Company name, Address, Phone number. Total Job Value

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- Notice of commencement is required for permits with estimated cost of over \$5,000.00+.
- Signed copy of the Construction Site Management Handbook.
- Building Permit Fee.

Separate permits or sub permits required for the following (separate checklists, fees, paperwork, etc. may be due upon submittal:

- Construction site temporary fence permit application required.
- Electric permit application required for temporary electric service.
- Fill/lot clearing permit application required for lot clearing/filling lot.
- Plumbing permit application required for temporary water service.
- Tree alteration/removal permit required.

Pre-con meeting required upon issuance of permit. If you have any questions, please call Town Hall at 561-732-2635.

**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. In addition, it is contractor's responsibility to verify entities contact information on demolition release forms.**

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## Release for Demolition

Date: \_\_\_\_\_  
Company Name: ATT – Bellsouth  
Attention: Engineering Dept. Cassandra Hendrix  
Address: 321 SE 2 Street, Delray Beach, FL 33483  
Phone: 561-988-6430 Fax: 561-272-8695 Email: G30576@att.com

An application for a permit is being made by the undersigned for the demolition and removal of:

\_\_\_\_\_  
(Type of Structure – Description of)

\_\_\_\_\_  
(Physical Address)

\_\_\_\_\_  
(Legal Description/Property Control Number)

\_\_\_\_\_  
(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

\_\_\_\_\_  
(Applicant - Signature)

\_\_\_\_\_  
(Applicant - Printed)

\_\_\_\_\_  
(Address)

\_\_\_ Facilities of this company are not involved in the above-referenced premises: \_\_\_\_\_

\_\_\_ Facilities of record were removed from the above-referenced premises on: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Type/Print Name and Title)

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## Release for Demolition

Date: \_\_\_\_\_  
Company Name: Comcast  
Attention: Construction Department  
Address: 7201 N. Federal Hwy., Boca Raton, FL 33487  
Phone: 561-454-5899 Fax: 561-454-5899 Email: [Sandra\\_Stockner@comcast.net](mailto:Sandra_Stockner@comcast.net)

An application for a permit is being made by the undersigned for the demolition and removal of:

\_\_\_\_\_  
(Type of Structure – Description of)

\_\_\_\_\_  
(Physical Address)

\_\_\_\_\_  
(Legal Description/Property Control Number)

\_\_\_\_\_  
(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

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(Applicant - Printed)

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(Address)

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## Release for Demolition

Date: \_\_\_\_\_  
Company Name: FPL  
Attention: Garcindy Registre, Associate Engineer  
Address: 9329 S. Military Trail, Boynton Beach, FL 33436  
Phone: 561-742-2057 Fax: 561-742-2016 Email: [Garcindy.registre@fpl.com](mailto:Garcindy.registre@fpl.com)

An application for a permit is being made by the undersigned for the demolition and removal of:

\_\_\_\_\_  
(Type of Structure – Description of)

\_\_\_\_\_  
(Physical Address)

\_\_\_\_\_  
(Legal Description/Property Control Number)

\_\_\_\_\_  
(Scheduled Date of Demolition)

Please verify that proper disconnects are made and note the date of the removal below. If your company does not have a disconnect please sign and date the form accordingly and forward to the applicant when complete.

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(Applicant - Signature)

\_\_\_\_\_  
(Applicant - Printed)

\_\_\_\_\_  
(Address)

\_\_\_ Facilities of this company are not involved in the above-referenced premises: \_\_\_\_\_

\_\_\_ Facilities of record were removed from the above-referenced premises on: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Type/Print Name and Title)