

# TOWN OF OCEAN RIDGE

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

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## Fence Permit Checklist

Please submit **two copies** from the list below along with one building permit application for a permanent fence or gate:

- Two (2) sets** of a current survey showing setbacks, septic tank and drain-field, easements, right-of-ways, existing fence/gates
  - Mark on surveys where the proposed fence and/or gate will be installed
- Two (2) sets** of Palm Beach County Health Department required (stamped approved surveys/plans as well as their approval letter)
- Two (2) sets** of Sketch with details of footing/concrete embedment
- 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
- Two (2) sets** of Notice of Commencement is required for permits with estimated cost of over \$5,000.00+
- One (1)** Signed copy of the Construction Site Management Handbook
- Building Permit Fee

*\*If the location of the fence installation will be in any of the easements, the following may be applicable\*:*

- Utility Easement Consent Form*
- Fence/Gate Easement Agreement*
- Right-of-Way Use Application*
- Hold Harmless Agreement*

If you have any questions, please call contact 561-732-2635