



TOWN OF OCEAN RIDGE  
6450 N Ocean Blvd, Ocean Ridge, Florida 33435  
Telephone (561) 732-2635

DATE \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

### SIGN PERMIT APPLICATION

OWNER NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PROPERTY CONTROL NUMBER \_\_\_\_\_ PROPERTY ZONED: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

#### TYPE OF SIGN

#### TYPE OF WORK

DIRECTIONAL SIGN

INSTALL NEW SIGN

BEACH/DUNE SIGN

CHANGE FACE OF EXISTING SIGN

ALTER/RELOCATE EXISTING SIGN

OTHER \_\_\_\_\_

SIGN SIZE: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_ SIGN COLOR: \_\_\_\_\_

SIGN MATERIALS:  PAINTED  RAISED LETTERS  CABINET  OTHER \_\_\_\_\_

All contractors must be registered in the Ocean Ridge. In consideration of granting the above requested permit, I do hereby agree that I will perform all work in accordance with the approved plans and building codes. Please review Chapter 70 for the Sign Codes. Beach/dune signs must abide by Ordinance 2023-03.

OWNER'S SIGNATURE \_\_\_\_\_

#### CONTRACTOR INFORMATION

CONTRACTING COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ESTIMATED VALUE \$ \_\_\_\_\_ PERMIT FEE \$ \_\_\_\_\_

## Sign Permit Checklist

Please review the Town of Ocean Ridge Code of Ordinances Chapter 70 prior to applying for sign permit. Beach/Dune Signs must abide by Ordinance 2023-03.

Applicant shall submit **two copies** from the list below along with one **Sign Permit Application** when applying for a sign permit:

- Current survey showing setbacks, septic tank and drain field, easements, right-of-ways, existing signs and mark on survey where proposed sign will be installed
- Florida Department of Environmental Protection permit approval or exemption if location of the proposed sign is on the dunes, beach or if east of the Coastal Construction Control Line
- Palm Beach County Health Department required if sign will be installed near the septic tank and/or drain field
- Utility Easement Consent Form (if applicable)
- Right-of-Way Use Application (if applicable)
- Hold Harmless Agreement (if applicable)
- Drawing of sign indicating height, width, length, and information to be located on the sign
- Wind load calculations
- 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
- [Notice of Commencement](#) is required for permits with estimated cost of over \$5,000.00+
- Contractor Registration
- Sign Permit Fee

If you have any questions, please call the Building Clerk at 732-2635 or via email [LWinters@oceanridgeflorida.com](mailto:LWinters@oceanridgeflorida.com).