

TOWN OF OCEAN RIDGE

6450 NORTH OCEAN BOULEVARD

OCEAN RIDGE, FLORIDA 33435

www.oceanridgeflorida.com

(561) 732-2635 ♦ FAX (561) 737-8359

TRACEY L STEVENS
TOWN MANAGER

KELLY AVERY
TOWN CLERK



MAYOR
SUSAN HURLBURT

VICE MAYOR
KRISTINE DE HASETH

COMMISSIONERS
STEVE COZ
GEOFF PUGH
MARTIN WIESCHOLEK

PUBLIC RECORDS

Please take notice that the Public Records Request for the Town of Ocean Ridge should be sent to:

Kelly Avery, Town Clerk

Phone: 561-732-2635

Fax: 561-737-8359

Email: kavery@oceanridgeflorida.com

The Public Records Custodian for Ocean Ridge Police Department Records is:

Jessica Simpson, Dispatch Manager

Phone: 561-732-8331

Fax: 561-732-8676

Email: jsimpson@oceanridgeflorida.com

TRACEY L. STEVENS
**TOWN MANAGER &
FINANCE DIRECTOR**



MAYOR
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TOWN CLERK

Records Request and Plan Review Timeframes

Public Records Requests:

Public records requests will be acknowledged and processed in good faith. Record requests are processed in order received and in a timely manner depending on the size of the request and volume of record requests received. Due to the volume of record requests recently, small requests are currently taking one to two weeks to process. Please refer to Florida State Statute 119.07 (c) for more information.

Lien Search Requests:

Lien search requests are processed in order received and in a timely manner with an estimated turnaround time of approximately two weeks.

Building Permit Application/Revision Plan Review Timeframes:

After a building permit application has been received by the Building Department, the applicant will receive a notice within 10 days of submittal advising what information, if any, is needed to deem the application complete. Within 45 days after receiving a completed application, staff will notify the applicant if additional information is required to determine the sufficiency of the application and staff will specify the additional information that is required. The Building Department must approve, approve with conditions, or deny the application within 120 days following receipt of a completed application as per Florida State Statute 553.792(1)(a). Various applications may fall under different timelines.

If you would like to request to expedite the Building Department plan review process, meaning that the request will bring the application or other Building Department related requests to the top of the pile and will be reviewed in a timely manner, the following applies:

Special, Expedited, Out-of-Sequence Plan Review:
\$50.00 fee plus 50% of the permit fee

Special, Expedited, Out-of-Sequence Plan Review:
\$100.00 minimum for all other Building Dept. related applications or requests.