



**TOWN OF OCEAN RIDGE**  
**BUILDING PERMIT APPLICATION**

6450 N Ocean Blvd, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ oceanridgeflorida.com  
♦ permit@oceanridgeflorida.com

**FOR BUILDING DEPARTMENT USE ONLY**  
Permit Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
PCN: 46-43-45 \_\_\_\_\_  
FBC Version: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ CCCL: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_ Ocean Ridge, FL 33435  
Company/Contractor Name: \_\_\_\_\_ Point of Contact's Name: \_\_\_\_\_  
Contractor's State Certification No.: \_\_\_\_\_ Contractor's Certificate of Competency No: \_\_\_\_\_  
Point of Contact Phone No.: \_\_\_\_\_ Point of Contact Email: \_\_\_\_\_  
Company Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Description of Permitted Work: \_\_\_\_\_

Estimated Cost/Project:\$ \_\_\_\_\_ Cost for additions/remodels will be evaluated against the county's current market value for calculation of substantial improvements. Payment is due at the time of permit submittal. Balance may be due after issuance of permit.

Complete the following section for new structures, additions, & remodels in the Special Flood Hazard Area. (\*NAVD datum only)

Flood Zone: \_\_\_\_\_ FIRM Panel Number: \_\_\_\_\_ FIRM Panel Date: \_\_\_\_\_ Base Flood Elevation \_\_\_\_\_ feet

How determined? \_\_ FIRM \_\_ FIS Water Surface Elevations East of Coastal Construction Control Line? \_\_ Yes \_\_ No  
If yes, more restrictive requirements prevail.

Unnumbered A Zone \_\_\_\_\_ (BFE = 2 ft above grade unless evidence indicates deeper)

\_\_ New Building Use and Occupancy \_\_\_\_\_ Risk Category: \_\_\_\_\_ (ASCE 24)

\_\_ Existing Building. Complete the SI/SD Detailed Construction Cost Breakdown Itemization Package.

\_\_ Design Flood Elevation: \_\_\_\_\_ feet \_\_\_\_\_ Datum

Proposed lowest floor elevation (A, AE, AH Zones): \_\_\_\_\_ feet above datum\*  
FEMA Form 086-0-33 Elevation Certificate required with initial application, upon placement of lowest floor (prior to further vertical construction) and at final inspection. See FBC, B Sec. 107.3.5, Sec. 110.3 and Sec. 1612.5, and FBC, R322.1.10.

Proposed lowest horizontal structural member (V, VE Zones, Coastal A Zones): \_\_\_\_\_ feet above datum\*  
Florida Zone V Design Certificate required upon placement of lowest floor (prior to further vertical construction) and at final inspection. See FBC, B. Sec. 107.3.5, Sec. 110.3 and Sec. 1612.5, and FBC R322.3.6.

Proposed dry floodproofed elevation: \_\_\_\_\_ feet above datum\*  
FEMA Form 086-0-34 Floodproofing Certificate required with plans. See FBC, B Sec. 107.3.5 and Sec. 1612.5.

**NOTICE:** Application is hereby made to obtain a permit to do the work and installation as indicated on plans and specifications herewith submitted. I certify that this application is complete and accurate. I certify that no work or installation has commenced prior to issuance of this permit and that all work will be in full compliance with the State of Florida building codes, ordinances, and regulations of the Town of Ocean Ridge, Florida, whether herein specified or not. I understand that a separate permit must be secured for electrical, plumbing, gas, pools, heating, air conditioning, walls, and driveways, etc. A copy of the issued permit together with one copy of approved plans and specifications must be kept at the building/project site during progress of work.

**WARNING TO OWNER:** Failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording the Notice of Commencement.

**DISCLAIMER:** A building permit does not grant permission to not comply with any other applicable rules or regulations from any homeowner's or condominium association or other private or governmental entity.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate, that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

**Please see page two for execution and notarization of document.**

**PERMIT EXPIRATION:** As per the Town Code Sec. 67-52 construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within one year, unless extended for no more than one six-month period by the administrative official, upon showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon showing good cause

The undersigned hereby submits this application. If this property is located in a special flood hazard area, the work shall be performed as described above and attached hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the local floodplain ordinance and with all other applicable local, State and Federal regulations, including the Town Code of Ordinances and the Florida Building Code.

The undersigned agrees to correct any construction deficiencies identified by inspection that are determined to be necessary to assure compliance with the applicable building permit, including elevation of the lowest floor, elevation of machinery and equipment servicing the building, and provisions applicable to any enclosures below the elevated building, including crawl/underfloor spaces. I agree to have the NFIP Elevation Certificate (FEMA Form 086-0-33) completed and signed by a Florida licenses professional surveyor and to submit it as required by the Florida Building Code. I agree to have any deficiencies in the Elevation Certificate corrected.

<b>PROPERTY OWNER/AUTHORIZED AGENT OR OWNER/BUILDER SECTION</b> <i>(if Authorized Agent, attach the Affidavit to Appoint Agent form)</i>	
Property Owner/Duly Authorized Agent/Owner/Builder Signature	
Printed Name/Identification	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me by means of __physical presence or __online notarization, on this _____ day of _____ 20____.	
Notary Signature	Stamp
__Personally Known or __Type of Identification Produced: _____	

<b>CONTRACTOR/QUALIFIER SECTION</b>	
Contractor/Qualifier or Owner/Builder Signature	
Printed Name/Identification	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me by means of __physical presence or __online notarization, on this _____ day of _____ 20____.	
Notary Signature	Stamp
__Personally Known or __Type of Identification Produced: _____	

**FOR BUILDING DEPARTMENT USE ONLY**

**Fees:**

Permit Fee:	\$ _____	2.5% BIF/DCA Total:	\$ _____	Scanning Charge:	\$ _____
Plan Review:	\$ _____	Engineer/Drainage:	\$ _____	Floodplain Plan Review:	\$ _____
Special/Expedited:	\$ _____	Work Without Permit:	\$ _____	Reduction/Refund:	\$ _____
Total Amount Due:	\$ _____	Payment Type/Check No. _____	Received By: _____	Date: _____	
Balance Due:	\$ _____	Payment Type/Check No. _____	Received By: _____	Date: _____	

This permit is to be issued in the name of the  Owner/Builder or the  Licensed Contractor who, as the permit holder of record, will be responsible and liable for the construction and all related processes and procedures.

Permission is hereby granted for construction in accordance with above application and in compliance with the state building, electrical, and plumbing codes and all applicable ordinances of the Town of Ocean Ridge and subject to policies of the Building Inspector in accordance therewith. **Permits may be required by other licensing agencies.**

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-permits reviewed and authorized for over-the-counter issuance: \_\_\_ Electrical \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Roof \_\_\_

Other \_\_\_\_\_ / Plan review and separate permit required for: \_\_\_\_\_



# TOWN OF OCEAN RIDGE

6450 N Ocean Blvd, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## General Permitting & Building Department Information

Below is a general guideline of the building permit application package process, inspections, contractor responsibilities and more.

### Building Permit Applications

The following are examples of work that require a building permit application. This may not be a complete list. If you are unsure of what type of work requires a permit or if you have any questions, please call the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

*Addition	*Fence/Temp Fence	*Remodel/Renovation
Air Conditioner	*Fire Sprinkler System	Resurfacing
Alarm System	Flooring (multifamily)	*Retaining Wall
*Asphalt	Garage Door	Roof/Re-roofing
Awnings	*Gas/Propane	*Screen Enclosure
Balustrade	*Gates	Sealcoating
Bathroom Remodel	*Generator	*Seawall/Seawall Cap
*Boatlift	Hurricane Mitigation	*Septic Tank
Central Vacuum	Irrigation System	*Shed (permanent)
*Concrete	Kitchen Cabinets/Counters	Shutters
Construction Trailer	*Landscape	Shower pan
*Decking	Light Fixtures (New)	*Sidewalks
*Demolition	Lightning Protection	*Signs
*Dock	*New Construction	*Slab
Doors (exterior)	*Pavers	Stucco
*Drainage/Fill/Landscaping	Plumbing	*Temporary Pole/Power
*Driveways	*Pool/Spa	*Trees
Drywall	*Pool Fence	*Wall
Electrical & Meter Can	Railings	Water Heater
Elevator	Re-stripping	Windows

\* Indicates that permit packages may need to be reviewed/inspected by the following: Boynton Beach Fire Department Station Number 5, City of Boynton Beach, Palm Beach County Health Department, Florida Department of Environmental Protection, Army Corp of Engineers, Town of Ocean Ridge Town Engineer, and more. This list may not be all-inclusive and may be part of plan review comments. Please contact the Building Department with any questions at 561-732-2635 or via email at [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

## **Building Permit Application Process & Information**

### **Building Permit Application Package**

Make sure to include the following applicable documents with your permit package. This list is not an all-inclusive list and some additional documentation may be required upon the review process.

Separate checklists available at: [https://www.oceanridgeflorida.com/departments/building\\_and\\_\\_zoning/forms.php](https://www.oceanridgeflorida.com/departments/building_and__zoning/forms.php).

- **Building Permit Application:** Submit one (1) original completed permit application and sub-permits (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application. A licensed contractor must apply for multi-family permits.
- **License/Insurance:** Copies of the Contractor's Florida State License, Palm Beach County Business Tax Receipt, Certificate of Competency, General Liability Insurance and Worker's Compensation or Exempt must be submitted with permit package (including Sub Contractor's permits).
- **Construction Site Management Handbook:** First page and each page to be completed and signed and initialed by the contractor and property owner and submitted to the Building Department prior to the release of a permit. The handbook is to be kept on the job site attached to the permit package at all times.
- **Scope of Work/Square Footage Value:** Submit two (2) copies of the scope of work and square footage value between contractor and owner as well as any sub-contractors.
- **Plans:** Submit two (2) sets of signed/sealed plans (large and legible), current surveys (if applicable), and/or any back-up material (including highlighted NOAs, energy calcs, etc.). An additional copy may be required if drainage is impacted. If drainage/engineering related, submit three (3) sets of plans/paperwork. Please see applicable checklists available on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for guidance.
- **Boynton Beach Fire Department:** Approval from Boynton Beach Fire Department Station Number 5 is required for gas tanks and lines, gates in multi-family projects, and more. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact Boynton Beach Fire Department Station Number 5 at 561-742-6600 for more information.
- **Boynton Beach Utilities:** Approval from Boynton Beach Utilities for potable water is required for all new structures, additions and large remodels. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact Boynton Beach Utilities at 561-742-6400 for more information.
- **Palm Beach County Health Department:** Approval from Palm Beach County Health Department is required for projects such as new structures, additions, remodels, driveways/walkways, pavers, pools, fences/gates and more. The Building Department requires stamped plans (3 sets) and approved permit with submittal package. Please contact the Palm Beach County Health Department at 561-837-5940, 561-837-5917, or [FDOHPB-Septic@flhealth.gov](mailto:FDOHPB-Septic@flhealth.gov) for more information.

- **Notice of Commencement:** Submit two (2) recorded/certified copies of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$15,000+ for A/C permits replacements, \$7,500 for new) prior to permit issuance. Where to file NOC: Palm Beach County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. South Palm Beach County Courthouse at 200 W. Atlantic Avenue-Recording Dept., Delray Beach. Phone number: 561-274-1588.
- **Condo/Association Approval:** Multi-family and some common area type permits may need to include association approval with permit package. Please include two (2) copies of the approval letter with the permit package (minus exact a/c change-out, exact water heater change-out).
- **Additional Documentations and Forms:** Additional documentation may be required prior to submitting the permit package and/or after the initial zoning/building permit review. Please see the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for additional forms and checklists such as: Building Permit Checklist (for new structures/additions/remodels), Demolition Checklist, Driveway Checklist, Fence Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revision, Roofing Packet, Substantial Improvement/Substantial Damage Packet, and more.
- **Elevation Certificate:** Elevation Certificates are required with construction plans, before going vertical, and upon completion of a project. New structures, additions (outside of the existing footprint), and substantially improved/substantially damaged projects will need to submit an Elevation Certificate (finished construction) before a Final Building Inspection/Certificate of Occupancy/Completion will be issued.
- **Proof of Ownership:** Submit Proof of Ownership if owner(s) name differs from Property Appraiser's website.
- **Substantial Improvements/Substantial Damage Projects:** If a project is close to the 50% (35% or more) threshold then the applicant shall submit a detailed and complete cost estimate for the proposed project prepared and signed by the contractor. An appraisal may also be required as part of the permit package. The substantial improvement/substantial damage detailed construction cost breakdown itemization package is available on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com).

### **Permit Fees**

- Permit fees are based on the total cost of the project and any related reviewed as per the Appendix B fee schedule. Fees are to be paid at the time of submittal. We accept cash, check, debit, VISA, Mastercard, Discover, American Express and echeck. The service fee for debit/credit cards is 3% of the permit fee and \$2.00 for echecks. A balance may be due upon issuance of a permit. Use this link to pay online and submit receipt with permit application: <https://client.pointandpay.net/web/TownofOceanRidge>
- Please see the Appendix B of the town's fee schedule on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) for fees, penalty fees (work without a permit), excessive plan review fee, on-site revisions, permit fee reduction incentives, re-inspection fees, etc.
- Permit Fee Reduction Incentive Program is available with proof of the installation per item(s): LEED certification, Energy Efficient Products (Solar Panel, Solar Water Heater), Preservation

of historic/native/noble trees, Preservation or relocation of tree(s), Addition of shade tree(s). Please see the Appendix B of the town's fee schedule for more details.

- Did you know you may request to expedite a permit? The fee is 50 percent of the building permit fee plus \$50.00.

### **Permit Review and Issuance**

- Owner/Builders and contractors/sub-contractors may not start work until their permit package has been approved and the permit package has been posted at the permitted work address.
- Permit processing timeframe may be from 2 weeks to 30 days.

### **Permit Expiration**

- As per the Town Code Sec. 67-52 construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within one year, unless extended for no more than one six-month period by the administrative official, upon showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon showing good cause.

### **Inspections**

- Inspections required are marked on the yellow permit card. Additional inspections may be required during on-site visits.
- The complete approved permit application package must be posted and visible to the inspector or the inspection will fail.
- Call Town Hall between 8:30AM - 3:00PM at 561-732-2635 to schedule inspections for the next business day. Please leave contact information for inspector.
- Inspection requests may be emailed to [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com) during office hours as noted in the bullet point above. Please complete and email the inspection request form found on the town's website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com). Incomplete requests will not be accepted.
- Someone must be present if the inspector needs to access the home, backyard, etc.
- Please leave a secured ladder for inspections that requires a ladder to be there (ex. roofs, a/c units, etc.)
- Inspections must be called in by the contractor within 6 months of the issue date/last inspection or the permit will expire. Permits not under active construction expire after one year.
- If an inspection is at a multi-family unit, please inform Town Hall of unit number, building name, and gate code.
- Inspections typically begin between 8AM-12PM. On occasion, inspectors may run late due to lengthy inspections.

- Failed inspections may result in a \$50 re-inspection fee to be paid prior to rescheduling another inspection.
- Engineering inspections will be charged \$150.00 each inspection after the first initial inspection.

### **Work Hours**

- Contractors may work Monday through Friday from 8AM-6PM and on Saturdays from 8AM-1PM.
- No work on the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day
- No inspections will occur on the above holidays and the following days: Martin Luther King, Jr.'s Day, President's Day, Juneteenth, Columbus Day, Veteran's Day, and the day after Thanksgiving.

Should you have any questions regarding the permitting process and procedures, please call the Building Clerk at 561-732-2635 or via email [permit@oceanridgeflorida.com](mailto:permit@oceanridgeflorida.com).

## **HELPFUL CONTACT INFORMATION**

### **ARMY CORP OF ENGINEERS**

4400 PGA BLVD #203, PALM BEACH GARDENS, FL 33410  
PHONE: 561-472-3500 / EMAIL: [WEST.PB.RO@USACE.ARMY.MIL](mailto:WEST.PB.RO@USACE.ARMY.MIL)

### **BOYNTON BEACH FIRE RESCUE STATION 5**

2080 HIGH RIDGE ROAD, BOYNTON BEACH, FL 33426  
PHONE: 561-742-6600 / WEBSITE: BBFRD.ORG

### **BOYNTON BEACH UTILITIES**

124 E. WOOLBRIGHT ROAD, BOYNTON BEACH, FL 33426  
PHONE: 561-742-6400 / WEBSITE: BOYNTON-BEACH.ORG

### **FLORIDA DEPT. OF ENVIRONMENTAL PROTECTION**

DAVID KIECKBUSCH: 561-681-6646 (FOR CCCL FIELD PERMITS)  
DEREK BELLAMY: 850-245-8419 (PALM BEACH COUNTY REPRESENTATIVE)  
CELORA DOUSE JACKSON: 850-245-7668 (FOR CCCL NON-FIELD PERMITS)

### **FLORIDA DEPT. OF TRANSPORTATION – DISTRICT 4**

7900 FOREST HILL BLVD, WEST PALM BEACH, FL 33413  
PHONE: 561-432-4966 / WEBSITE: FDOT.GOV

### **OCEAN RIDGE BUILDING DEPARTMENT**

TOWN HALL: 561-732-2635 (MAIN) 561-737-8359 (FAX)  
6450 N OCEAN BLVD, OCEAN RIDGE, FL 33435  
WEBSITE: OCEANRIDGEFLORIDA.COM  
LISA BURNS, BUILDING CLERK: 561-732-2635, EMAIL: [LBURNS@OCEANRIDGEFLORIDA.COM](mailto:LBURNS@OCEANRIDGEFLORIDA.COM)  
POLICE DEPARTMENT NON-EMERGENCY: 561-732-8331

### **PALM BEACH COUNTY COURTHOUSE CLERK & COMPROLLER - NOTICE OF COMMENCEMENT RECORDING**

MAIN COURTHOUSE: 205 N DIXIE HWY ROOM 4.25, WEST PALM BEACH, FL 33401  
PHONE: 561-355-2991  
SOUTH COUNTY COURTHOUSE: 200 W. ATLANTIC AVENUE, DELRAY BEACH, FL 33444  
PHONE: 561-355-2996  
WEBSITE: MYPALMBEACHCLERK.COM/RECORDING/NOC.ASPX

### **PALM BEACH COUNTY DEPT. ENVIRONMENTAL RESOURCES MANAGEMENT**

2300 JOG ROAD 4<sup>TH</sup> FL, WEST PALM BEACH, FL 33411  
PHONE: 561-233-3400 / WEBSITE: DISCOVER.PBCGOV.ORG/ERM/

### **PALM BEACH COUNTY HEALTH DEPARTMENT**

800 N. CLEMATIS STREET, WEST PALM BEACH, FL 33401  
PHONE: 561-837-5940 OR 561-837-5917 / EMAIL FOR SUBMITTAL: [FDOHPB-SEPTIC@FLHEALTH.GOV](mailto:FDOHPB-SEPTIC@FLHEALTH.GOV)

### **PALM BEACH COUNTY PROPERTY APPRAISER'S OFFICE**

SOUTH COUNTY SERVICE CENTER: 14925 CUMBERLAND DRIVE, DELRAY BEACH, 33446  
PHONE: 561-276-1250  
COUNTY GOVERNMENTAL CENTER: 301 N OLIVE AVENUE, WEST PALM BEACH, FL 33401  
PHONE: 561-355-2866  
WEBSITE: CO.PALM-BEACH.FL.US/PAPA/

### **PALM BEACH COUNTY TAX COLLECTOR'S OFFICE**

501 S CONGRESS AVENUE, DELRAY BEACH, FL 33445  
PHONE: 561-355-6879 / WEBSITE: PBCTAX.COM

### **PALM BEACH COUNTY VISTA CENTER - IMPACT FEE DEPT.**

2300 N. JOG ROAD, 2<sup>ND</sup> FL, WEST PALM BEACH, FL 33411  
PHONE: 561-233-5025 / WEBSITE: DISCOVER.PBCGOV.ORG/PZB/ADMINISTRATIVE/PAGES/IMPACT-FEES.ASPX

**SOUTH FLORIDA WATER MANAGEMENT**

HEADQUARTERS: 3301 GUN CLUB ROAD, WEST PALM BEACH 33406

REGIONAL REPRESENTATIVE, LAURA CORRY

PHONE: 561-682-6012 / WEBSITE: SFWMD.GOV

**AFTER RECORDING – RETURN TO:**

Town of Ocean Ridge Building Department  
6450 N Ocean Blvd  
Ocean Ridge, FL 33435

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

**NOTICE OF COMMENCEMENT**

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** (Legal description of the property & street address, if available) **TAX FOLIO NO.:** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **TRACT** \_\_\_\_\_ **LOT** \_\_\_\_\_ **BLDG** \_\_\_\_\_ **UNIT** \_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

a. Name and address: \_\_\_\_\_

b. Interest in property: \_\_\_\_\_

c. Name and address of fee simple titleholder (if different from Owner listed above): \_\_\_\_\_

4. a. **CONTRACTOR'S NAME:** \_\_\_\_\_

Contractor's address: \_\_\_\_\_ b. Phone number: \_\_\_\_\_

5. **SURETY** (if applicable, a copy of the payment bond is attached):

a. Name and address: \_\_\_\_\_

b. Phone number: \_\_\_\_\_ c. Amount of bond: \$ \_\_\_\_\_

6. a. **LENDER'S NAME:** \_\_\_\_\_

Lender's address: \_\_\_\_\_ b. Phone number: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a. Name and address: \_\_\_\_\_

b. Phone numbers of designated persons: \_\_\_\_\_

8. a. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date will be 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

\_\_\_\_\_  
(Print Name and Provide Signatory's Title/Office)

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

for \_\_\_\_\_  
(name of party on behalf of whom instrument was executed)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

Notary

\_\_\_\_\_  
(Signature of Notary Public)  
(Print, Type, or Stamp Commissioned Name of Notary Public)



## TOWN OF OCEAN RIDGE

### CONSTRUCTION SITE MANAGEMENT HANDBOOK

I \_\_\_\_\_, swear (affirm) that I have read the Town of Ocean Ridge's Construction Site Management Handbook in its entirety and do hereby agree to comply with all provisions in this document and the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION. I further understand that I am responsible for all citations issued for violations of the provisions of this handbook.

_____	_____
Permit Address	Permit #
_____	_____
Contractor/Qualifier's Signature	Property Owner's Signature
_____	_____
Date	Date

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all primary building permits issued by the Town or any permit for which a fee is charged on a single permit job. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.

Revision Date: March 2022

## TOWN OF OCEAN RIDGE

## CONSTRUCTION SITE MANAGEMENT HANDBOOK

# **MUST BE POSTED AT JOB SITE WITH PERMIT**

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all building permits and sub-permits issued by the Building Department. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.

## TOWN OF OCEAN RIDGE CONSTRUCTION SITE MANAGEMENT HANDBOOK

### I. INTRODUCTION

This handbook has been developed by the Town of Ocean Ridge to familiarize contractors with the Town's rules and regulations regarding construction sites and to minimize problems and delays in completing construction projects. The Town of Ocean Ridge is situated in a delicate microhabitat. Normal rules of construction will result in irreparable damage to our environment and as such this document is intended for you to, understand and respect the uniqueness of this locale and to conduct yours and your clients' improvement in a non-volatile manner. The Town is fully aware that building construction is a complex and difficult process even under the best of conditions. Problems do and will arise. However, through careful thought and planning prior to beginning the process, the Town believes the number and severity of problems can be reduced or avoided altogether. The Contractor is responsible for understanding the provisions of this handbook as well as abiding by the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION.

This handbook addresses the most common problems experienced by contractors, residents and the Town government during construction projects. While the handbook is comprehensive and its rules and regulations apply to all construction sites, the Town intends to administrate it using a cooperative, common sense approach. Just as the type and degree of potential problems vary greatly from site to site, so too will the administration of these rules and regulations vary. Accordingly, all parties are encouraged to focus on the *objective* of a particular rule or regulation rather than on the specific *methods* suggested for achieving that goal. If there is a better method, it will be considered. With the help of all parties, the Town believes the handbook can be administrated fairly, while also permitting a great deal of flexibility.

The Town Building Official has been charged with implementing these rules and regulations and all questions and comments should be directed to him/her. However, any Contractor who is aggrieved by the Building Official's application of these regulations may appeal to the Town Manager for relief, any appeal from the Town Manager's decision shall be pursuant to the Town Code of Ordinances. Please note, however, that while the Building Official has the primary responsibility for enforcing these rules and regulations, the Police Department and Town Manager may also enforce these provisions.

### II. APPLICABILITY

The rules and regulations in this handbook shall apply to all construction sites and **shall become a condition of the building permit**. A construction site is any real property, dwelling unit, structure or building for which one or more building permits has been issued by the Town, including those with inactive or expired building permits where construction activities have been initiated but not completed. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to them, may result in a stop work order by the Town, and repeated violations may result in the revocation of all building permits.

For purposes of administrating this handbook **the Contractor paying the fee and property owner shall be jointly accountable** for all responsibilities assigned by this

Contractor's Initials \_\_\_\_ Owner(s) Initials \_\_\_\_

handbook to the "Contractor." However, to avoid confusion and delays, a principal contact with either the Contractor or the Property Owner should be established with the Town at the time the primary building permit is issued.

### III. PRE-CONSTRUCTION MEETING

Prior to making an application for a building permit, contractors are encouraged to meet with Town staff to review the applicable rules and regulations contained in this handbook. Construction site plans, other drawings and/or documents pertinent to construction operations may be required before the building permit can be issued. Compliance with these rules and regulations shall become a condition of the building permit, **and acceptance of the building permit by the Contractor shall serve as an acknowledgement of this condition.**

### IV. RULES AND REGULATIONS

#### 1. OFF-SITE DAMAGE

The Contractor shall be responsible for all off-site damage to roads, rights-of-way, easements, utilities and private property caused by any activity related to his/her construction site. This includes damage by his/her employees, sub-contractors and suppliers. The Town may impose a construction bond as specified in Sec. 65-61 Town Code of Ordinances.

Several of the rules and regulations in this handbook are intended to prevent or minimize off-site damage. **Accordingly, the Contractor needs to inform all employees, sub-contractors and suppliers of these rules and regulations and the high potential for off-site damage due to the presence of narrow streets, tight corners, and extremely soft shoulders.**

The above notwithstanding, the Town recognizes that accidents can happen. In those instances, the contractor needs to take the following actions:

1. Inform the Town Police Department immediately as to the location and extent of the damage.
2. Inform the Town as to how the incident occurred and the parties involved.
3. Inform the Town as to the corrective actions that will be taken and when they will be completed. (All repairs should be made within 24 hours or as soon as practical.)
4. Inform the Town as to the actions to be taken to prevent the accident from occurring again in the future.

If the above actions are followed, there should be few problems. However, repeated damages, particularly of the same type, such as running off the road, will not be tolerated even if they are continually repaired. It is the Town's goal to **prevent** off-site damages, not to simply repair them when they occur.

## 2. VEGETATION PROTECTION

Prior to beginning any site work, all existing vegetation to be maintained or relocated shall be fenced or otherwise protected from damage, including the provision of temporary irrigation where necessary and shall be in accordance with Section 67-8 of this Code.

## 3. PERMIT POSTING

All Town building permits shall be posted in a single, conspicuous location at the front of the site and in accordance with Section 67-59 of this Code. One complete set of approved plans shall be maintained on-site at all times.

## 4. TRAILERS/DUMPSTERS/PORTABLE TOILETS

Construction trailers, dumpsters and/or portable toilets shall be used provided the requirements listed below are met. Prior to locating any of these facilities on a site, a plan indicating their locations and other pertinent information shall be submitted to the Building Official for approval. Prior to the issuance of certificate of occupancy/completion, all such facilities shall be removed from the site.

### Trailers

Shall be allowed in accordance with Section 67-9 of the Town Code.

### Dumpsters

Roll-off dumpsters shall be provided on all sites as follows:

1. Dumpsters shall be positioned perpendicular to the street or otherwise be screened from view from the street.
2. Dumpsters shall be located at least 10 feet from all property lines.
3. Trash piles, other than vegetation, are prohibited.
4. Burning of any material is prohibited.

### Portable Toilets

Portable toilets may be permitted provided the following are met:

1. Shall not face the street.
2. Shall be located at least 10 feet from all property lines.
3. Shall be screened from the public.

## 5. SIGNS

Signs shall be posted in accordance with the Town's sign code.

## 6. EROSION AND STORMWATER CONTROL

Appropriate erosion and stormwater control methods shall be used during construction to prevent adverse impacts to neighboring properties and adjoining streets and shall be in accordance with Section 67-7 of the Town Code. This may necessitate the creation and maintenance of temporary swales, retention areas and/or berms. Further, the Contractor must show all drainage structures located in the public right-of-way that are located within 300 feet of the property. The Contractor shall be required to install silt fences or other protective measures around such drainage structures if required by the Town.

To prevent dirt from being tracked onto adjoining streets, parking areas should be covered with appropriate, compacted materials. **Dirt and mud or construction material tracked onto adjoining streets shall be immediately removed in accordance with Code Section 67-1, and shall also be swept daily, and hosed or mechanically cleaned weekly if necessary.**

**When deemed necessary during construction and prior to the final approval, all Town stormwater infrastructure and outfall in the right-of-way shall be vacuumed out to remove silting in the system due to construction activity.**

## 7. WORKING HOURS

The working hours specified in Section 34-83 of the Town Code shall be strictly observed.

## 8. PARKING

### On-Site Parking

All vehicles associated with the construction or construction personnel shall be parked completely on the construction site and/or an alternate location approved by the Building Official. A maintenance of traffic plan (MOT) will be required if deemed necessary by the Building Official and/or Traffic Engineer. On-site parking areas should be covered with a suitable, compacted material to prevent dirt and mud from being tracked or washed onto adjacent streets and properties. Washing or repairing vehicles anywhere in the Town is prohibited. A maximum number of on-site parking passes will be determined by the Building Official based on the approved site plan. Approved on-site parking passes will be provided at no additional cost at a pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked on-site.

### Alternate Parking Sites

Alternate parking sites may be approved by the Building Official and/or Police Chief provided the following requirements are met:

1. The owner of the alternate parking site has granted written permission.
2. The alternate parking area is composed of a suitable, compacted surface.
3. The parking area is prepared in such a manner so as to prevent erosion and stormwater runoff onto streets and neighboring properties.
4. No significant vegetation (non-invasive trees or shrubs with a caliper of 4 inches or greater) or topographic features shall be removed or disturbed.
5. Alternate parking sites shall be used for parking only. Washing or maintaining construction-related vehicles is prohibited as are all other activities related to the construction site.
6. Alternate parking sites shall be kept free of litter and other debris.
7. A plan shall be prepared showing the number and location of vehicle parking spaces. A maximum number of alternate-site parking passes will be determined by the Building Official based on the approved plan. Approved alternate-site parking passes will be provided at no additional cost at a pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked at the alternate-site.

8. Use of the alternate parking site shall not cause a traffic hazard or cause a significant disruption to the privacy and peaceful enjoyment of neighboring properties.
9. Prior to the issuance of certificate of occupancy/completion for the construction site, the alternate parking site shall be restored to a condition and appearance better than or equivalent to the condition and appearance prior to the use as an alternate parking site.

#### Parking in the Public Right of Way

Parking in the public right of way is prohibited unless allowed by the Building Official. In order to be able to park in the public right of way the contractor/owner must provide sufficient documentation/information to the Building Official that he/she is unable to accommodate all of the vehicles associated with the construction activity on the site. If the Building Official allows parking in the public right of way, it shall be through the issuance of a public right of way parking pass. The Building Official may approve a maximum of two Right-of-Way parking passes if he/she determines that it will not be detrimental to the community, and the applicant provides proper documentation and pays the fees. The permits may be issued per construction site and the permits must be placed in the dashboard of each vehicle. If the permit is not visible or if a vehicle fails to have a permit the Town may take whatever action is legally allowed including, but not limited to, code enforcement action and issuing stop work orders for the entire construction site. No certificate of occupancy/completion shall be granted until any and all damage, caused by the parking of the construction vehicles in the public right of way, has been repaired to the satisfaction of the Building Official. All passes expire within 180 calendar days after issuance.

### **9. NOTICE TO ADJACENT PROPERTY OWNERS**

The person making or causing an excavation or demolition to be made shall provide written notice to the *owners* of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation or demolition. Copies of notices and mail receipts/signatures of receipts shall be maintained by the contractor or owner/builder for audit by the Town.

### **10. PROTECTION OF ADJOINING PROPERTY/FLOOD MITIGATION**

All public and private lots abutting construction site shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

### **11. TRUCKS**

Due to the narrow streets, tight corners, very soft shoulders, and instable road-base conditions in Town, semi-trailers and trucks over 9 tons (when loaded) are discouraged on all Town streets. Accordingly, contractors are strongly encouraged to use smaller vehicles and notify their suppliers to do likewise. In the event an alternate delivery vehicle cannot be arranged, all semi-trailers and trucks over 9 tons (when loaded) shall notify the Police Department of their pending arrival at least 24 hours in advance. Further, **the drivers of**

**such vehicles and the general contractor shall be responsible for any and all damage caused to rights-of-ways, roads, utilities, and private properties.**

## **12. LOADING AND UNLOADING**

Shall be in accordance with Sections 64-48 and 67-6 of the Town Code.

## **13. BUILDING MATERIALS STORAGE AND SITE MAINTENANCE**

Storage and site maintenance shall be in accordance with Section 67-1 of the Town Code.

## **14. NOISE**

Noise restrictions shall be in accordance with Section 34-83 of the Town Code.

## **15. OCCUPANCY**

Occupancy of any structure without a Certificate of Completion or Certificate of Occupancy is prohibited. This prohibition includes the temporary occupation of the structure under construction by security or other personnel. Full or partial renovations that affect sleeping areas and new structures shall not be occupied until a Certificate of Completion or Certificate of Occupancy has been granted as per Florida Building Code 7<sup>th</sup> Ed. (2020) 111.1, 111.3, and 111.5.

A Temporary Certificate of Occupancy/Completion application may be submitted to the Building Official for review and approval prior to occupancy.

## **16. EMERGENCY MEASURES DURING STORM EVENTS**

Removal and securing of construction materials during tropical storm and hurricane warning or watch shall be in accordance with Section 67-3 of the Town Code.

## **17. TEMPORARY FENCING**

Fencing shall be installed in accordance with Section 67-4 of the Town Code.

## **V. FINES AND PENALTIES**

Failure to comply with the rules and regulations contained in this handbook, or with the plans and documents approved by the Building Official pursuant to+ this handbook, may result in fines assessed against the property, a Stop Work Order being issued or revocation of building permits. For the purposes of this handbook, uncorrected violations shall be considered separate violations for each day they go uncorrected. Violations may be issued by the Building Official, any Town Police Officer, or the Town Manager; however, all offenses/warnings shall be cumulative regardless of who issued them.

## **VI. LIGHTING**

Construction lighting is subject to approval from the Building Official and shall not adversely affect neighboring properties.

The above notwithstanding, nothing herein shall preclude the Town or its employees from taking any and all actions permissible under federal, state and local laws to enforce, cite or correct violations of federal, state or local laws which may or may not be covered in this handbook.

## Appendix A

### CHAPTER 4: BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENTATION CONTROL

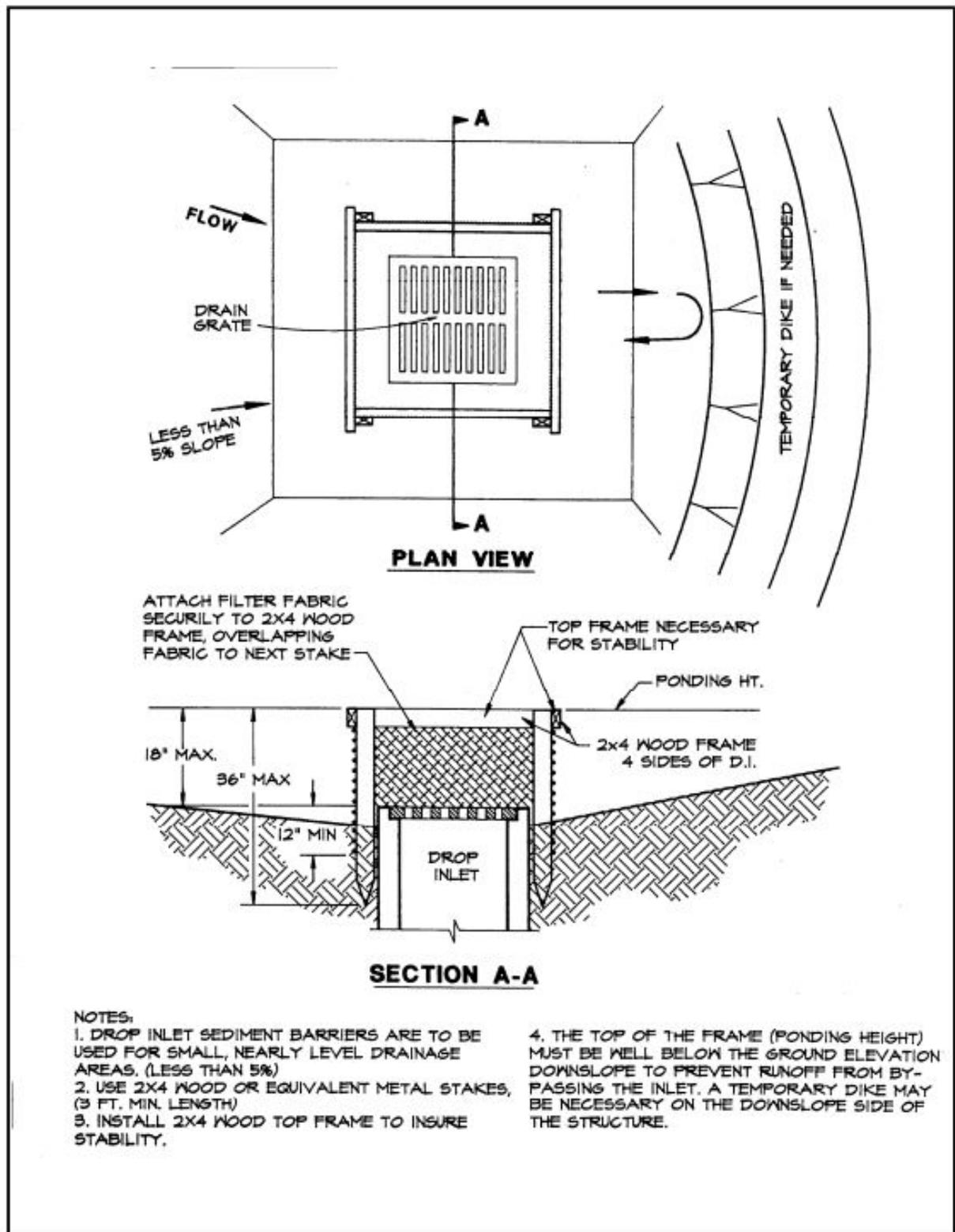
## Construction Specifications

### Fabric Drop Inlet Sediment Filter

1. Fabric shall be cut from a continuous roll to avoid joints.
2. Stakes shall be 2 x 4 inches (5 x 10 cm) wood (preferred) or equivalent metal with a minimum length of 3 feet (90 cm) (see **Figure 4.5a**).
3. Staples shall be of heavy duty wire at least ½ inch (13 mm) long.
4. Stakes shall be spaced around the perimeter of the inlet a maximum of 3 feet (90 cm) apart and securely driven into the ground a minimum of 8 inches (20 cm). A frame of 2 x 4 inches (5 x 10 cm) of wood shall be constructed around the top of the stakes for proper stability.
5. A trench shall be excavated approximately 4 inches (10 cm) wide and 4 inches (10 cm) deep around the outside perimeter of the stakes (see **Figure 4.5b**).
6. The fabric shall be stapled to the wooden stakes, and 8 inches (20 cm) of the fabric shall be extended into the trench. The height of the filter barrier shall be a minimum of 15 inches (38 cm) and shall not exceed 18 inches (45 cm).
7. The trench shall be backfilled and the soil compacted over the fabric.



## Appendix B



**Figure 4.5a. Silt Fence Drop Inlet Sediment Barrier**

Source: Erosion Draw

## Appendix C Code Enforcement Fines and Community Standards Citations Fee Schedule

<b>CODE ENFORCEMENT FINES</b>		
FIRST OFFENSE PER DAY, NOT TO EXCEED	\$ 250.00	16-9
REPEAT OFFENSE PER DAY, NOT TO EXCEED	\$ 500.00	16-9
IRREPLACEABLE/IRREPARABLE OFFENSE, NOT TO EXCEED	\$ 5,000.00	16-9
VIOLATIONS OF LAND DEVELOPMENT CODE, NOT TO EXCEED	\$ 500.00	63-4
CABLE COMMUNICATIONS, VIOLATIONS OF CHAPTER, PER DAY	\$ 100.00	15-29
CONSTRUCTION ABANDONMENT, PER DAY AFTER PERMIT EXPIRES	\$ 250.00	67-12
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 1ST OFFENSE	\$ 100.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 2ND OFFENSE	\$ 200.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 3+ OFFENSE	\$ 300.00	34-83
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST OVER \$5,000	4x PERMIT FEE	
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST UNDER \$5,000	2x PLUS \$200	
ENGINEERING REVIEW & SURVEY, NOT TO EXCEED	\$ 500.00	67-57
NOT POSTING CONSTRUCTION PERMIT AS REQUIRED, 1ST OFFENSE	\$ 100.00	67-59
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 1ST OFFENSE	\$ 100.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 2ND OFFENSE	\$ 200.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 3RD OFFENSE	\$ 300.00	34-6
WATER RESTRICTION PENALTIES, 1ST VIOLATION, NOT TO EXCEED	\$ 25.00	58-47
WATER RESTRICTION PENALTIES, 2ND VIOLATION, NOT TO EXCEED	\$ 500.00	58-47
<b>COMMUNITY STANDARDS CITATIONS</b>		
COMMUNITY STANDARDS CITATION, GENERAL, FIRST OFFENSE IS A WARNING, OR	\$ 25.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, SECOND OFFENSE	\$ 100.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, THIRD OFFENSE	\$ 250.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, FOURTH + OFFENSE	\$ 500.00	16-24
COMMUNITY STANDARDS CITATIONS, PENALTIES FOR CONTESTING, UP TO	\$ 500.00	16-24
DUMPSTER COVER VIOLATION, FIRST OFFENSE	\$ 50.00	
DUMPSTER COVER VIOLATION, SECOND OFFENSE	\$ 100.00	
DUMPSTER COVER VIOLATION, THIRD OFFENSE	\$ 200.00	
DUMPSTER COVER VIOLATION, FOURTH + OFFENSE	\$ 300.00	
OVERGROWN LOT ON CONSTRUCTION SITE, FIRST OFFENSE	\$ 50.00	
OVERGROWN LOT ON CONSTRUCTION SITE, SECOND OFFENSE	\$ 100.00	
OVERGROWN LOT ON CONSTRUCTION SITE, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE PARKING, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE PARKING, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE PARKING, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$ 250.00	
FOR THE VIOLATIONS LISTED BELOW, THE FIRST OFFENSE IS A WARNING OR \$25 CITATION; SECOND OFFENSE IS \$50 CITATION, AND THIRD + OFFENSE IS \$100 CITATION:		
POD WITHOUT APPROVAL		
DESCRIPTION	FEE	CODE SECTION
OVERNIGHT PARKING		
U-HAUL/COMMERCIAL VEHICLES		
BOATS/TRAILERS		
SIGNAGE VIOLATION (NON-CONTRACTOR)		
DOG ON BEACH		
TRASH VIOLATION		
OVERGROWN LOT - NON-CONSTRUCTION SITE		

Contractor's Initials \_\_\_\_ Owner(s) Initials \_\_\_\_



# TOWN OF OCEAN RIDGE

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## Building Department Fee Schedule – Appendix B

### Building Permit Application Fee Schedule

Estimated cost of job less than \$1,000	\$100.00
Estimated cost of job between \$1,000 and up to \$3,000.00	\$150.00
Estimated cost of job over \$3,000.00 up to and including \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00.
Estimated cost of job greater than \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00 plus 2% of the amount greater than \$100,000.00.
Plan Review	\$50.00 minimum or 10% of the permit fee whichever is greater.
Permit Fee Reduction Incentive	<p>Permit Fee Reduction Incentive with proof of the installation per item(s): LEED certification, Energy Efficient Products (Solar Panels, Solar Water Heater), Preservation of historic/native/noble trees, Preservation or relocation of tree(s), Addition of shade tree(s). Estimated cost of job between \$0-\$50,000 = \$50.00 (Max: \$200)</p> <ul style="list-style-type: none"> <li>• Estimated cost of job between \$50,000-\$100,000=\$100.00 (Maximum:\$400)</li> <li>• Estimated cost of job between \$100,001-\$500,000 = \$150.00 (Maximum:\$800)</li> <li>• Estimated cost of job between \$500,001-\$1,000,000 = \$300.00 (Maximum:\$1,000)</li> <li>• Estimated cost of job between \$1,000,001-above = \$500.00 (Maximum: \$2,000)</li> </ul>
Approved Private Provider Applications	<ul style="list-style-type: none"> <li>• 30% reduction in plan review fee for approved Private Provider Applications for plan review.</li> <li>• 10% or \$25.00 (whichever is greater) permit fee reduction for approved Private Provider Applications for inspections.</li> </ul>
<b>PLUS BIF/DCA Building Permit Surcharge</b>	
BIF/DCA Building Permit Surcharge as per FS 553.721 and FS 468.631.	2.5% of the permit fee with a minimum of \$4.00 per permit.
<p>Building Permit Fees are based on the estimated cost of the work rounded up (ex. \$7,200 = \$8,000)  <b>plus</b> the BIF/DCA Building Surcharge, plan review fee, permit scanning charge, and any other applicable fees.</p>	
<b>Other Building Department Fees</b>	
Annual Facilities Permit	• \$2,500.00 per permit application per year.
Certificate of Occupancy/Completion	• \$50.00 per application.
Temporary Certificate of Occupancy/Completion	• \$250.00 per condition per 30 days.
Change of Address	• \$100.00.
Change of Permit Status Request	<ul style="list-style-type: none"> <li>• <u>Cancellation of Permit</u> (no work commenced) – No charge.</li> <li>• <u>Cancellation of Contract between Property Owner and Contractor</u> - \$50.00.</li> <li>• <u>Revalidate Expired Building Permit</u> (one-time up to six months determined by Building Official)               <ul style="list-style-type: none"> <li>- \$50.00 plus 30% of original permit fee .</li> <li>- \$50.00 per sub permit.</li> </ul> </li> <li>• <u>Other</u> (work commenced, no inspections and/or final inspection conducted; admin closed permits) - \$50.00.</li> </ul>

Change of Contractor	<ul style="list-style-type: none"> <li>• \$50.00</li> </ul>
Construction Parking Permits for Parking in the Right-of-Way, limit 2 per construction site (parking in the Right-of-Way is prohibited unless approved by the Building Official)	<ul style="list-style-type: none"> <li>• \$50.00 each</li> </ul>
Development Plan Review by the Planning & Zoning Commission	<ul style="list-style-type: none"> <li>• \$1,500.00</li> </ul>
Development Plan Re-Review by the Planning & Zoning Commission	<ul style="list-style-type: none"> <li>• \$900.00</li> </ul>
Engineering Plan Review	<ul style="list-style-type: none"> <li>• \$150.00/per hour minimum.</li> </ul>
Engineering Review & Survey as requested by the Building Official	<ul style="list-style-type: none"> <li>• \$250.00 minimum.</li> </ul>
Fill Permits	<ul style="list-style-type: none"> <li>• \$300.00.</li> </ul>
Fill Material Professional Analysis or Testing as requested by the Building Official	<ul style="list-style-type: none"> <li>• \$25.00 maximum.</li> </ul>
Inspections	<p>Audit Inspections</p> <ul style="list-style-type: none"> <li>• Performed by Building Official or Inspector - \$3,000.00 Re-inspection Fees.</li> <li>• Performed by Building Official or Inspector- \$50.00 may be charged.</li> <li>• Re-inspection performed by the Town Engineer - \$150.00.</li> </ul> <p>Special Inspections (after hours, holidays, same day, weekends)</p> <ul style="list-style-type: none"> <li>• Performed by Building Official or Inspector - \$150.00.</li> </ul>
Low Voltage Alarm System Permit Labels	<ul style="list-style-type: none"> <li>• \$55.00.</li> </ul>
No-Fee-Sub Permits that require independent review	<ul style="list-style-type: none"> <li>• \$50.00.</li> </ul>
Penalty Fees Per Town Code Sec. 67-58 (c)	<ul style="list-style-type: none"> <li>• Double permit fee plus \$200.00 if total cost of work is equal to or less than \$5,000.00.</li> <li>• Four times the permit fee if total cost of work is greater than \$5,000.00.</li> </ul>
Plan Review Resubmittal/Excess Plan Review	<ul style="list-style-type: none"> <li>• \$50.00 minimum.</li> </ul>
Permit Revisions	<ul style="list-style-type: none"> <li>• Building/Zoning: Minimum \$50.00 or more if value of work increased the total cost of permitted work.</li> <li>• Building/Zoning Field Revisions: \$ 150.00 minimum.</li> <li>• Engineering: Minimum \$150.00.</li> </ul>
Permit Plans Scanning	<ul style="list-style-type: none"> <li>• Estimated cost of job between \$0-\$10,000 = \$25.00</li> <li>• Estimated cost of job between \$10,001-\$50,000 = \$50.00</li> <li>• Estimated cost of job between \$50,001-\$100,000 = \$75.00</li> <li>• Estimated cost of job between \$100,001-above = \$150.00</li> </ul>
Preliminary Plan Review by any Town Official before a Building Permit is submitted	<ul style="list-style-type: none"> <li>• \$250.00 minimum; final cost to be determined based on length of meeting and Officials in attendance.</li> </ul>
Right-of-Way Agreements and Hold Harmless Agreements	<ul style="list-style-type: none"> <li>• \$50.00 minimum.</li> </ul>
Special, Expedited, Out-of-Sequence Plan Review Special, Expedited, Out-of-Sequence review for other Building Dept.	<ul style="list-style-type: none"> <li>• \$50.00 fee plus 50% of the permit fee.</li> <li>• \$100.00 minimum for all other Building Dept. related applications or requests.</li> </ul>

Effective 10/1/08, Revised 10/1/10, Rev. 10/1/16, Rev. 5/1/17, Rev. 7/1/17, Rev. 1/1/18, Rev. 9/6/18, Rev. 4/1/19, Rev. 6/3/19, Rev. 10/7/19, Rev. 3/2/20, Rev. 9/8/20, Rev. 5/3/21, Rev. 7/6/21, Rev. 2/7/22, Rev. 10/3/22