



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ www.oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Fence Permit Checklist

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

- ☐ Two 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 sets of Palm Beach County Health Department required (stamped approved surveys/plans as well as their approval letter)
- ☐ Sketch with details of footing/concrete embedment
- ☐ Scope of work details
- ☐ Notice of commencement is required for permits with estimated cost of over \$2,500.00+
- ☐ Signed copy of the Construction Site Management Handbook
- ☐ Building Permit Fee

If the location of the fence installation will be in the easement, 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 the Building Clerk 561-732-2635 or email LWinters@oceanridgeflorida.com.