**TOWN OF GLEN RIDGE**

**BUILDING PERMIT APPLICATION PROCEDURES**

1. Permit forms are available on the Town’s website: www. Townofglenridgefl.com
2. Upon completion and notarization, scan the forms and email to the Manager at the Town Hall email address (glenridgetownof@bellsouth.net); or return to Town Hall in person.
3. Product spec sheets should be attached as PDFs;
4. Manager will forward applications to Bill Denison, the Town’s Building Official;
5. Once approved by the Building Official, the Manager will contact the applicant regarding approval and fee;
6. Applicant will mail a check for the permit fee to the Manager or bring it to Town Hall: 1501 Glen Rd., Glen Ridge, FL 33406; Manager will transmit inspection card.
7. Manager will deposit checks into Town account at BBT;
8. Inspection requests can be phoned/emailed to the Manager by noon for inspection the following day.