



Town of Melbourne Beach
507 Ocean Avenue, Melbourne Beach, FL 32951
Office: 724-5860 FAX: 984-8994
Building Permit Application

Effective Code
 Florida Building Code 2007 - Florida Residential Code, 2007
 Florida Mechanical Code 2007 – Florida Fuel Gas Code 2007
 Florida Plumbing Code 2007 – Florida Existing Building Code 2007
 National Electric Code 2008 – Florida Fire Prevention Code 2007
 Town of Melbourne Beach Code of Ordinances

Date: _____

Permit Number: _____

Type of Work Addition Alteration New
 Repair Demolition

Permit Fee: _____
 Site Plan Review Fee _____
 Plan Review Fee: _____
 FL Surcharge _____
 Radon/ED Fee: _____
 Total fee: \$ _____

Lot: _____ Block: _____ Subdivision: _____

Describe the work to be done: _____

Estimated Job Value: _____ Total Square Feet: _____

Job Name: _____

Address: _____ Zip Code _____

Owners Name: _____ Phone: _____

Address: _____ Zip Code _____

Contracting Firm: _____ Phone _____

Address: _____ Zip Code _____

Architect/Engineer _____ Phone _____

Address: _____ Zip Code _____

Present Use _____ Proposed Use _____

*If property is in flood zone, provide Flood Elevation Certificate.

* Erosion control must be in place prior to first inspection

Approved Disapproved Building Official _____

NOTICE OF COMMENCEMENT INFORMATION:

(Must be posted on Job-site to receive an Inspection)

(Complete only if the proposed work has a value of \$2500 or more or \$7500 or more for HVAC)

Fee Simple Title Holder's Name (if other than the owner) _____

Fee Simple Title Holder's Address (if other than the owner) _____

Bonding Company: _____

Bonding Company Address: _____

Architect/Engineer's Name:

Architect/Engineer's Address: _____

Mortgage Lender's Name _____

Mortgage Lender's Address: _____

“WARNING TO OWNER

YOUR 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 YOUR NOTICE OF COMMENCEMENT.

Notice: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of S, 455/302 and to notify the Department of Environmental Regulation of his intentions to remove asbestos, when applicable, in accordance with state and federal law.

APPLICANT'S AFFIDAVIT

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Owner or Agent

Contractor

Date: _____

Date: _____

STATE OF FLORIDA
COUNTY OF BREVARD

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was
Acknowledged before me this _____
Day of _____, 20 ____ by

The foregoing instrument was
Acknowledged before me this _____
Day of _____, 20 ____ by

who is personally known to me or
produced _____
as identification.

who is personally known to me or
produced _____

Notary Public Signature

Notary Public Signature

Print Name

Print Name

Notary Stamp

Notary Stamp

NOTICE OF COMMENCEMENT

STATE OF _____

COUNTY OF _____

The UNDERSIGNED hereby gives notice that improvements 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 property, and street address if available) _____

2. General Description of improvement: _____

3. Owner information

a. Name, address & telephone: _____

b. Interest in Property: _____

c. Name and address of fee simple titleholder (if other than Owner) _____

4. Contractor: (name, address & telephone) _____

5. Surety: _____

a. Name, address & telephone: _____

b. Amount of Bond \$ _____

6. Lender: (name, address & telephone) _____

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: (name, address, & telephone)

8. In addition to himself/herself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: (name, address, & telephone)

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date specified) _____.

Signature of Owner

STATE OF
COUNTY OF BREVARD
Sworn to and subscribed before me this
_____ day of _____,
known to me or has produced _____
_____ as identification, and who did/did not
take an oath.

This space for Clerk's use only

Notary Public
Notary Stamp

OWNER/CONTRACTOR

Chapter 489, Section 489.103, Subsection (7) states:

Disclosure Statement

Some law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease.

If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is completed, the law will presume that you built or substantially improved it for sale or lease which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building.

It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done.

Any person working on your building who is not licensed must work under your direct supervision and must be employed by you which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

Date

Owner's Signature

Printed Owner Name

Subject Property Address: _____
