



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

Building Permit Application Instructions

**PLEASE READ THIS INFORMATION PRIOR TO COMPLETING AND SUBMITTING
YOUR BUILDING PERMIT APPLICATION TO MELBOURNE BEACH TOWN HALL.**

1. Town of Melbourne Beach Building Permit Applications may be obtained on-line at our website (melbournebeachfl.org) or at the Melbourne Beach Town Hall (507 Ocean Avenue).
2. Fill out the application in its entirety. Incomplete applications could delay permit approval.
3. Four (4) completed sets of Signed and Sealed plans (for Commercial projects) or Two (2) sets of Signed and Sealed plans (for Residential projects). Plans must be submitted sorted into separate packets, each one including one copy of every document. **Do not fax your documents, however, electronic documents may be acceptable.** (Please call to verify.)
4. Attach to the permit application all surveys, engineering specifications and product approvals, as appropriate, and ensure copies of proof of worker's compensation, general liability insurance, along with required State or County licensing and county or local Business Tax Receipt is included.
5. The owner of the property must sign the Owner's Affidavit (under Signature of Owner or Agent.) Signature must be notarized. **Signed contracts without Notary are not accepted.**
6. Contractor must sign the Owner's Affidavit (under Contractor.) The signature must be notarized.
7. The Notice of Commencement (NOC) is mandatory for Air Conditioning (A/C) work valued at \$7,500 or more and all other work with a value of \$2,500 or more. An NOC must be completed, signed, notarized, and filed with the Clerk of Courts at 51 S. Nieman Avenue, Melbourne, FL. The Clerk of Courts charges a fee for processing this document. **Submit only the original filed document or a "certified copy" only.**
8. For additional information please refer to the Building Review Process form about the permit review process.
9. The permitting and plan review process may take as little as a week and as much as several months. Permits will not be granted immediately, (over the counter) nor can you be guaranteed when your permit will be ready. **Do not schedule a date of commencement until you are advised that your permit has been approved. Work started prior to permit issuance will incur a fee of two times the normal permit fee.**
10. All Permit applications received after October 1, 2010 will be subject to the State of Florida Surcharge of 1.5% for DCA and 1.5% for DBPR. (Minimum surcharge is \$4.00.)



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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: _____

Permit Fee: _____

Site Plan Fee: _____

Plan Review Fee: _____

DCA Fee*: _____

DBPR Fee*: _____

Total fee: \$ _____

Type of Work Addition Alteration New
 Repair Demolition

*Effective October. 1, 2010, the Town of Melbourne Beach is required to collect a surcharge of 3% on all building permits (minimum \$4). They are State required fees to fund DCA and DBPR programs.

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 _____

Contractors and Subcontractors Verification

Building Address: _____ **Permit #** _____

The Contractor or Owner, who obtained the above permit, shall submit this form for all applicable subcontractors prior to the issuance of the above building permit.

<p style="text-align: center;"><i>CONTRACTOR OBTAINING PERMIT</i></p> <p>Company Name: Address: Contractor License#. Printed Name of Contractor</p> <p>Signature:</p>	<p style="text-align: center;"><i>PLUMBING</i></p> <p>Company Name: Address: Contractor License# Printed Name of Contractor</p> <p>Signature:</p>
<p style="text-align: center;"><i>ELECTRICAL</i></p> <p>Company Name: Address: Contractor License#. Printed Name of Contractor</p> <p>Signature:</p>	<p style="text-align: center;"><i>ROOFING</i></p> <p>Company Name: Address: Contractor License # Printed Name of Contractor</p> <p>Signature:</p>
<p style="text-align: center;"><i>MECHANICAL</i></p> <p>Company Name: Address Contractor License # Printed Name of Contractor</p> <p>Signature:</p>	<p style="text-align: center;"><i>GAS</i></p> <p>Company Name Address: Contractor License # Printed Contractor Name:</p> <p>Signature:</p>
<p style="text-align: center;"><i>DRYWALL</i></p> <p>Company Name: Address: Contractor License # Printed Contractor Name</p> <p>Signature:</p>	<p style="text-align: center;"><i>SPECIALTY</i></p> <p>Company Name: Address: Contractor License# Printed Name of Contractor:</p> <p>Signature: Describe type of Specialty:</p>

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



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Owner Builder Disclosure Statement

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I 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 my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850.487.1395 or <http://www.myfloridalicense.com> for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____.

12. I agree to notify the Town of Melbourne Beach building department , immediately, of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____.

Date: _____, 20____.