



**Town of Melbourne Beach**  
**507 Ocean Avenue, Melbourne Beach, FL 32951**  
**Office: 724-5860    FAX: 984-8994**  
***Tree Removal Application***  
 Effective Code  
**Town of Melbourne Beach Code of Ordinance**  
**9A-3**

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Type of Work: Remove and Dispose of \_\_\_\_\_ ↑ Trees.**

***9A-4. PERMIT REQUIRED FOR CUTTING DOWN TREE. –***

*No person, organization, society, association or corporation, or any agent or representative thereof, directly or indirectly, shall cut down, destroy, remove, move or effectively destroy through damaging any tree situated on property in any zoning district without first obtaining a permit as herein provided.*

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

Describe the work to be done: \_\_\_\_\_

Estimated Job Value: \_\_\_\_\_

Job Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Contracting Firm: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Approved  Disapproved  
 Public Works Director \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Disapproved  
 Building Official \_\_\_\_\_ Date: \_\_\_\_\_



**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)

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.

**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 \_\_\_\_\_

This space for Clerk's use only

\_\_\_\_\_  
as identification, and who did/did not  
take an oath.

\_\_\_\_\_  
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\_\_\_\_.