



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.)