



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

321-724-5860 • [permitting@melbournebeachfl.org](mailto:permitting@melbournebeachfl.org)

[For Office Use Only]

Permit #: \_\_\_\_\_

## PERMIT APPLICATION

**PLEASE PRINT LEGIBLY**

Job Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Value of Construction: \$ \_\_\_\_\_ Total Area of Construction: \_\_\_\_\_ Sq. Ft.

**A Notice of Commencement is required for all work valued at \$5,000 or more (\$15,000 for HVAC)**

SUB: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ COUNTY: Brevard

Permit Type: RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/>						
<input type="checkbox"/> Electric	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Gas	<input type="checkbox"/> Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Window or Door
<input type="checkbox"/> Pool/Spa [# of gallons: ]	<input type="checkbox"/> Shed/Accessory Structure	<input type="checkbox"/> Fire Alarm or Fire Sprinkler	<input type="checkbox"/> Fence	<input type="checkbox"/> Roofing [Pitch: ]	<input type="checkbox"/> Sign [Type: ] [Sq. Ft: ]	

**ERP OR CGP PERMIT MAY BE REQUIRED AND POSTED ON JOB SITE**

Contractor: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ License #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Insurance and licensing information MUST be current with Brevard County**

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Email if Permit is Owner/Builder: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### STORMWATER MANAGEMENT

Pursuant to Town of Melbourne Beach Code of Ordinances 27-28, Illicit/illegal discharges. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer systems any pollutants or waters containing any pollutants, other than stormwater, whether such discharges occur through piping connections, runoff, exfiltration, infiltration, seepage or leaks. **Acknowledgement (Initial):** \_\_\_\_\_

**SUB-CONTRACTOR INFORMATION** (Insurance and licensing information **MUST** be current with Brevard County)

Electrical: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

Plumbing: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

Mechanical: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

Roofing: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

Other: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

Electrical: \_\_\_\_\_ State Reg/Cert #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Qualifier: \_\_\_\_\_ Signature: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT**

Application is hereby made to obtain a permit to do work and installation as indicated by The Florida Building Code and Town Code in effect at the time of this application. I understand that all permits require Inspections as indicated. This permit application is valid for 180 days from the date of submission.

☐ I certify that **NO** work or installation has commenced prior to the issuance of a permit.

By signing, applicant affirms that all above is true and correct and that he/she is an authorized agent of the Contractor/Owner and has the authority to apply for this permit.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING THRICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**OWNER'S/AGENT'S SIGNATURE and DATE**

STATE OF FLORIDA, COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of \_\_\_physical presence or \_\_\_online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me, or has produced \_\_\_\_\_ as identification.

Notary Seal

**CONTRACTOR'S SIGNATURE and DATE**

STATE OF FLORIDA, COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of \_\_\_physical presence or \_\_\_online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me, or has produced \_\_\_\_\_ as identification.

Notary Seal