



CITY OF ROCKLEDGE

1600 Huntington Lane
Rockledge, FL 32955-2660
321-221-7540 Fax 321-204-6356
Website <http://www.cityofrockledge.org>

Building Department Commercial/Multi Family Submittal Checklist

New Construction, Addition, Major Alteration

1. Complete Building Permit Application, signed and notarized include contact person with email address and phone numbers.
2. Owner/Builder application for contractor exemption per Florida Statue 489.103 signed and notarized by owner. Owner must appear in person to pick up the permit.
3. Copy of all licenses, general liability and workers compensation insurance for the contractor and all subcontractors with the City of Rockledge as certificate holder.
4. Subcontractor Authorization for each named subcontractor. (Please note that your company name should also be on this form).
5. Notice of Commencement recorded in Brevard County if applicable.
6. Need proof of ownership.
7. Need a copy of the City of Cocoa Water Meter Receipt.
8. Two (2) boundary surveys of property.
9. Two (2) plot plan/approved site plan indicating existing and proposed improvements including FFE, setback and building dimensions.
- 10. Two (2) complete sets of construction plans signed and sealed by a Florida registered Architect or Engineer as defined per Florida Statues chapters 471 and 481, per minimum plan review criteria as applicable per FBC 107.3.5.**
11. Two (2) complete copies of Energy Calculation Forms per FBC Energy C103.1
12. Two (2) completed Rockledge Product Approval Submittal Affidavit's and one (1) set of Installation fastening/anchoring details per the approval for each product listed.
13. Certified truss engineering.
14. Contractor Asbestos Notification Statement if demolition on interior alteration.
15. Two (2) copies of certified Threshold Inspection Plan per FBC 110.8.
16. Waste Water Survey Form
17. **NOTE:** Sewer impact fees may apply.

NOTICE: Provision of these items is required to process your permit application.

As the applicant, I confirm that the following items have been provided as required.

Signature of Applicant

Print Name

Date