

## BUILDING DIVISION

1600 Huntington Lane, Rockledge, FL 32955  
Phone: 321-221-7540 | Fax: 321-204-6356



## RESIDENTIAL PERMIT REQUIREMENTS

All residential permits require a signed and notarized Building Permit Application, which **must** include job information (where the work is being done), owner information and contractor/subcontractor information, if applicable. Owners doing the work themselves are required to complete an Owner/Builder Affidavit along with the Building Permit Application. If subcontractors are used, please submit either a notarized Letter of Authorization or have the license holder sign the back page of the Building Permit Application under their appropriate trade.

Applications with cost of construction of \$2,500 or more require a completed Notice of Commencement to be filed with Brevard County and a copy provided to the Building Department.

---

**A/C CHANGEOUT:** Copy of the AHRI Certificate and a copy of the recorded NOC if \$7,500 or more. Also, a copy of the HVAC Affidavit, if replacing the air handler or condenser separately.

**ABOVE GROUND POOLS:** Two (2) copies of survey or plot plan showing where the pool will be located, pool specifications, signed pool barrier safety affidavit, pool barrier safety information and installation instructions.

**DOOR/WINDOW/GARAGE DOOR REPLACEMENT:** Two (2) copies of Florida product approval indicating the specific item to be used and installation instructions. Wind-borne Debris Protection Affidavit required for more than 25% window replacement.

**DRIVEWAY/PAVERS:** Two (2) copies of site plan/survey showing the existing and the proposed driveway. If construction is in the right-of-way, Public Works approval is required. A Public Works handout is available with right-of-way specifications, or CONTACT Public Works at 321-221-7560, option 3. For Pavers, an additional form is required for approval by the City Manager.

**ELECTRICAL SERVICE:** Two (2) copies of electrical riser diagram drawings showing proposed work.

**FENCE:** Two (2) copies of property survey to scale, if no survey is available customer may sketch out the property on an 8 ½ x 11" sheet of paper with house location shown, showing the proposed fence location, type (chain link, wood or block), total length and height.

**GARAGE/CARPORT/DETACHED STRUCTURE:** Two (2) copies of survey or plot plan showing location of detached or attached garage/carport, engineered drawings showing method of construction, how it is to be anchored, and floor plan of home with adjacent rooms labeled by use.

**INGROUND POOLS** have separate requirements/packet and need to have a licensed pool contractor to pull the permit and do the work.

**INTERIOR BUILDING DRAINS AND REPLACEMENT OF WATER LINES:** Two (2) copies of a plumbing riser diagram indicating pipe sizes and type.

**INTERIOR RENOVATIONS:** Two (2) copies of the construction plans indicating the existing and proposed layouts including a detailed narrative scope of work.

**MOBILE/MANUFACTURED HOME SET-UP:** Two (2) copies of site plan indicating location, including number of bathroom(s), a completed Rule 15C Form for tie down, blocking, MEP details, documentation of HUD/DCA label, wind zone information, setback dimensions, and a copy of the installer's state license and workers compensation insurance.

**POOL/SCREEN ENCLOSURES/ALUMINUM PORCH:** Two (2) copies of the property survey showing the proposed size and location of the structure, including setbacks; sealed engineered drawings.

**RE-ROOF:** Provide a complete Re-roof Supplement Form, Deck Nailing Affidavit, and a copy of the Florida Product approval indicating the specific item to be used and installation instructions for all Flat, Tile and Metal roofs.

**ROOM ADDITION:** Two (2) copies of site plan/survey, floor plan indicating existing adjacent rooms and the proposed addition, signed and sealed construction details showing electrical and A/C layout, air conditioning calculations (if room size is greater than 300 square feet), product approval and installation instructions for doors, windows, and roofing system.

**SEWER REPAIR:** Two (2) copies of site plan/survey showing location, size and type of pipe to be repaired/replaced and location of clean outs.

**SHUTTERS:** Two (2) copies of product approval with installation instructions.

**TREE REMOVAL:** There is a separate application for a Tree Removal Permit. There must be four (4) trees remaining on the property once tree(s) has/have been removed. A survey or a hand drawn sketch of the property showing all the trees and indicating tree(s) to be removed is required.

**UTILITY SHED/DETACHED ACCESSORY STRUCTURE:** Two (2) copies of site plan/survey showing shed placement, size of shed, how the shed is to be anchored/tied down, and engineered construction drawings are required for all sheds 200 square feet and over.

**WATER HEATER:** No drawings or specifications are required.

**SEPARATE INFORMATION HANDOUTS AVAILABLE FOR THE FOLLOWING:**

**POOLS**

**FENCES**

**GENERATORS**

**DETACHED ACCESSORY STRUCTURES**

**TREE REMOVAL**

**\*\*\*\*\*There may be additional requirements dependent upon the Scope of the Work\*\*\*\*\***