



CITY OF ROCKLEDGE

1600 Huntington Lane

Rockledge, FL 32955-2660

321-221-7540

Fax 321-204-6356

Website <http://www.cityofrockledge.org>

Building Department One and Two Family Residential Submittal Checklist

New Construction, Addition, 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) copies of the plot plan indicating existing and proposed improvements, FFE, setback and building dimensions, drainage flow and four (4) trees per City of Rockledge LDR 40.30(2).5.b.
10. Two (2) complete sets of construction plans signed and sealed by a Florida registered Architect or Engineer per minimum plan review criteria as applicable per FBC Residential 107.3.5.
11. Two (2) complete copies of Energy Calculation Forms per FBC Energy R103.1
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. City of Rockledge elevation/Drainage Form.
16. Public Works Department approval for drainage plan.
17. Brevard County Sewer Application Approval is required for applicable properties.
18. Homeowner Association approval for River Ridge and Timbers West Phase 1 subdivisions.
19. Department of environmental Health Onsite Sewage Treatment and Disposal System (septic) permit if applicable.
20. **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