



BUILDING DIVISION

120 Malabar Road, S.E., Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

DOCUMENTS REQUIRED FOR ADDITIONS

CONVERTING FROM NON HABITABLE TO HABITABLE

(Including Screen Room, Porch, Carport, Garage, Glass Room)

- Completed building permit application.
- Two (2) copies of floor plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work including the location of electrical receptacles, lights and switches, existing electrical service size, location of smoke detectors and electrical riser diagram, if applicable. Additional plan information may be required as follows:
 - a) Two (2) sets of structure drawings showing front, side, and rear elevations.
 - b) Two (2) plumbing riser diagrams (isometrics).
 - c) Two (2) typical wall sections showing footing size, type of wall construction and roof truss or rafter sizes (load path).
 - d) Two (2) complete sets of plans and specifications for HARV (heating/air conditioning) systems showing components, size and locations.
 - e) Two (2) sets of existing building floor plan and relationship to addition (emergency egress window locations).
 - f) Two (2) sets of structural plans signed and sealed by a Florida Registered Architect or Engineer. Exceptions: Enclosure of an existing roof area may not require signed and sealed drawings if all hurricane connectors are shown.
- Two (2) copies of manufacturer specifications and product approvals for panel walls, windows, exterior doors, roofing products, shutters and structural components.
- Two (2) copies of a certified boundary survey of property, including locations and dimensions of all easements, all existing and proposed structures drawn to scale with distances to property lines and bodies of water.
- Two (2) copies of Florida Energy Code forms, if applicable.
- Two (2) copies of heat load calculations - Manual J, if applicable.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC, if value is greater than \$2,500.
- Owner/Builder affidavit (if owner is applying as contractor).
- Copy of Environmental Health Department (321-633-2100) septic tank permit or system certification or copy of City sewer connection receipt, if addition or conversion.
- Copy of current contractor's license, worker's compensation insurance or State exemption, and certificate of general liability insurance.

Note: Additional documents may be required upon request by the Building Official.