



BUILDING DIVISION

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

GARAGE ENCLOSURE DOCUMENTS REQUIRED (CONVERTING GARAGE TO HABITABLE SPACE)

- ◆ Completed building permit application.
- ◆ Owner/Builder affidavit form (if owner is applying as contractor).
- ◆ Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- ◆ Two (2) copies of floor plan drawn to scale with sufficient clarity and details to indicate the nature and character of work being performed 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 will be required as follows:
 - a) Two (2) sets of structural drawings showing front, sides, and rear elevations.
 - b) Two (2) sets of typical interior wall section plan showing stud type (metal or wood). Spacing and type of material to be applied to studs.
 - c) Two (2) sets of plans and specifications for HARV (heating/air conditioning) systems showing components, size and location.
 - d) Two (2) sets of exterior wall section plan.
- ◆ Two (2) copies of product approval for door and window including specifications for installation.
- ◆ Two (2) copies of Florida Energy Code Forms, if applicable.
- ◆ Two (2) copies of heat load calculations – Manual J, if applicable.
- ◆ Two (2) copies of Environmental Health Department (321-633-2100) septic tank permit or system certification or copy of City sewer connection receipt.
- ◆ Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$2,500).

Note: Should you have any questions or need additional information, please contact the Building Division at (321) 953-8924. Additional documents may be required upon request by the Plans Examiner.