



BUILDING DIVISION

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

MECHANICAL PERMIT DOCUMENTS REQUIRED

- ◆ Completed building permit application. Applicant must identify whether the installation is new or replacement.
- ◆ Applicant must identify what unit(s) will be replaced for replacement installation.
- ◆ Two (2) copies of duct layout plans showing size of duct and location of equipment for new installation.
- ◆ Owner/Builder affidavit form (if owner is applying as contractor).
- ◆ Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- ◆ Electrical subcontractor shall be noted on the permit application for new installation.
- ◆ Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$7,500).

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.