



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

DOCUMENTS REQUIRED FOR ONE AND TWO FAMILY DWELLINGS

- Completed building permit application, signed and notarized.
- Proof of ownership of property or warranty deed.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC.
- Two (2) complete sets of construction plans, signed and with raised seal.
- Two (2) copies of certified boundary survey showing proposed property improvements (one of the surveys must be an original signed and sealed document).
- Two (2) copies of landscape and drainage plans.
- Two (2) copies of irrigation plan, if applicable.
- Two (2) copies of plumbing riser diagram (isometric).
- Two (2) copies of electrical riser diagram.
- Two (2) copies of electrical panel schedule with electric load summary.
- Two (2) copies of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE Cooling and Heating Load Calculation Manual, Second Edition.
- Two (2) copies of a/c layout and diffuser size.
- Complete set of State of Florida Energy Code forms.
- Two (2) copies of pre-engineered truss layout with sealed uplift values identified.
- Manufacturer's truss package or truss detail on plans.
- Two (2) copies of sealed garage door engineering.
- Two (2) copies of shutter information, if applicable.
- Two (2) copies of product approvals for doors, windows (for masonry, if applicable) and shingles and manufacturer's specifications for installation.
- Two (2) copies of mullion approval, if applicable.
- Copy of septic tank permit (contact Environmental Health Department at 321-633-2100) or water and sewer receipt.
- Copy of water and sewer availability request form (scattered lot only). Contact City of Palm Bay's Customer Service division at 321-952-3420.
- Two (2) copies of the well pump specifications, if applicable.
- Copy of lot drainage and driveway permit (contact City of Palm Bay Public Works at 321-952-3403).
- Subcontractor permit authorization forms.
- Floodplain permit from Land Development (321-733-3042), when applicable.
- Owner/builder affidavit, if owner is applying as contractor.
- Copy of current contractor's license, if applying as a **new** contractor only.
- Copy of worker's compensation insurance, if applying as a **new** contractor only.
- Copy of certificate of general liability insurance, if applying as a **new** contractor only.
- Copy of business tax receipt, if applying as a **new** contractor only.

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