



**BUILDING DEPARTMENT**

190 Malabar Road, S.E. • Suite 105 • Palm Bay, FL 32908

**Phone: (321) 953-8924 • Fax: (321) 953-8925**

**GARAGE ENCLOSURE REQUIREMENTS 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.
- State type of usage.
- One (1) copy 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) One (1) copy of structural drawings showing front, sides, and rear elevations.
  - b) One (1) copy of typical interior wall section plan showing stud type (metal or wood). Spacing and type of material to be applied to studs.
  - c) One (1) copy of plans and specifications for HARV (heating/air conditioning) systems showing components, size and location.
  - d) One (1) copy of the elevation of the proposed area.
  - e) One (1) copy of digitally signed and sealed exterior wall section plan.
- One (1) copy of product approval for door and window including specifications for installation.
- One (1) copy of Florida Energy Code Forms, if applicable.
- One (1) copy of heat load calculations – Manual J, if applicable.
- One (1) copy 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 (if value is greater than \$2,500).

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