



BUILDING DEPARTMENT

190 Malabar Road, S.W. • Suite 105 • Palm Bay, FL 32907

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

ONE – AND TWO – FAMILY DWELLING REQUIREMENTS

- Completed building permit application.
- Proof of ownership of property or warranty deed.
- One (1) complete set of construction plans, digitally signed.
- One (1) copy of certified boundary survey showing proposed property improvements must be digitally signed.
- One (1) copy of landscape and drainage plan.
- One (1) copy of irrigation plan, if applicable.
- One (1) copy of plumbing riser diagram (isometric).
- One (1) copy of electrical riser diagram, electrical panel schedule with electric load summary.
- One (1) copy of letter from a licensed pest control company stating method of termite treatment being used (under slab spray, or frame borate treatment)
- One (1) copy of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE Cooling and Heating Load Calculation Manual, Second Edition, A/C layout and diffuser size, complete set of State of Florida Energy Code forms.
- One (1) digitally signed set of pre-engineered truss layout with sealed uplift values identified, manufacturer's truss package or truss detail on plans.
- One (1) copy of product approvals and manufacturer's specifications for installation for doors, garage doors, storm panels, windows, mullions, shingles and siding or any other item covered under FBC-R 2020 7th Edition R301.2.1.
- Copy of septic tank permit (contact Environmental Health Department at 321-633-2100).
- Copy of water and sewer availability request form (scattered lot only). Contact City of Palm Bay's Customer Service division at 321-952-3420.
- One (1) copy 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, worker's compensation insurance, certificate of general liability insurance, business tax receipt, if applying as a new contractor only.

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