



BUILDING DEPARTMENT

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

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

POOL ENCLOSURE DOCUMENTS REQUIRED

- 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 boundary survey showing any easements, location of septic tank and drainfield, location of electrical service power line to the house, all existing and proposed structures drawn to scale with setback requirements from property lines.
- Two (2) copies of floor plan drawn to scale with sufficient clarity and details to indicate the nature and character of the work.
- Two (2) copies of schematic showing layout and member sizes.
- Two (2) copies of letter of authorization from Engineer of Record if using aluminum engineered design system, if applicable.
- Two (2) copies of all relevant pages of aluminum engineered system highlighting applicable sections.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$2,500).

If property is adjacent to a Melbourne-Tillman water canal, a permit is required for temporary access of right of way use. [Click this link](#) to be taken to the application, this application can also be found under Miscellaneous Fees.

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