



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321-953-8924 • FAX: 321-953-8925

DOCUMENTS REQUIRED ACCESORY DWELLING UNIT (ADU)

- Completed building permit application, signed and notarized.
- Owner/builder affidavit, if owner is applying as contractor.
- Proof of ownership of property or warranty deed.
- Copy of septic tank permit (contact Environmental Health Department at 321-633-2100).
- Copy of water and sewer availability request form. 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.
- One (1) copy of certified boundary survey showing proposed property improvements (one of the surveys must be an original signed and sealed document).
- One (1) copy of landscape and drainage plans.
- One (1) copy of irrigation plan, if applicable (Hold Harmless Agreement must be included if installing irrigation).
- One (1) complete sets of construction plans, signed by engineer with digital signature.
- One (1) copy of the interior stair/ladder details.
- One (1) copy of the exterior stair/entry details.
- 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).
- Signed Trash Containment on construction/demolition site form.
- 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) copy 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 FBCR 2020 7th Edition R301.2.1. (Including NOA's with method of install highlighted or circled).
- 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.

§ 185.006 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCESSORY DWELLING UNIT. A residential dwelling unit, but not a mobile home or recreational vehicle, located on the same lot or parcel of land as a single-family dwelling unit, with a separate, complete housekeeping unit including a separate kitchen, sleeping area, and full bathroom facilities. The unit may be attached to the single-family dwelling unit or detached in a free-standing structure. An accessory dwelling unit is not permitted as accessory to a two-family dwelling, multi-family dwelling, or mobile home dwelling.

- 1) The unit shall be accessory to and on the same property as a single-family dwelling unit and may only be located on lots or parcels of land that meet the minimum lot size requirement of this zoning district.
- 2) The unit shall be developed in conjunction with or after development of the principal dwelling unit and the owner of the property must reside within either the principal or the accessory dwelling unit.
- 3) Not more than one (1) accessory dwelling unit per property is permitted.
- 4) No accessory dwelling unit shall be sold separately from the principal dwelling unit. The accessory dwelling unit and the principal dwelling unit shall be located on a single lot or parcel, or on a combination of lots or parcels.
- 5) The air-conditioned floor area of the accessory dwelling unit shall not exceed 50% of the air-conditioned floor area of the principal structure, or 800 square feet, whichever is less. The accessory dwelling unit shall be no less than 200 square feet of air-conditioned floor area.
- 6) The unit shall meet the accessory structure setback and height provisions identified in [§§ 185.118](#) (A) and (B).
- 7) Excluding converted (existing) garage accessory dwelling units, the unit shall be designed so that the exterior façade material is similar in appearance (material and color) of the existing principal structure.
- 8) A minimum of one (1), but not more than two (2) parking spaces shall be provided for the accessory dwelling unit, in addition to the spaces required for the principal dwelling unit.
- 9) Construction of the accessory dwelling unit, in combination with all structures on the property, shall not cause the maximum lot coverage of this zoning district to be exceeded.
- 10) The accessory dwelling unit shall be serviced by centralized water and waste water or meet the health department's well and septic tank and drain field requirements. Modification, expansion or installation of well and/or septic tank facilities to serve the accessory dwelling unit shall be designed in a manner that does not render any adjacent vacant properties "unbuildable" for development when well and/or septic tank facilities would be required to service development on those adjacent properties.
- 11) An accessory dwelling unit shall be treated as a multi-family unit for impact fees.

By signing and dating this document below, I confirm and agree that I understand the ADU requirements listed above in statements 1 through 11.

****Signature:** _____ **Date:** _____ ******