

City of West Melbourne Commercial Building Permit Requirements Checklist

**RETURN THIS FORM WITH COMMERCIAL PERMIT APPLICATION PACKAGE**

Address of property: \_\_\_\_\_

\_\_\_ Check Property Appraisers site for:

- \_\_\_ Address in City of West Melbourne
- \_\_\_ Property Owner verification
- \_\_\_ Property Appraiser's Tax ID #

\_\_\_ 1 Building Permit Application with:

- \_\_\_ Notarized, original owner and contractor signatures
- \_\_\_ Construction amount
- \_\_\_ Contractor / subcontractor information
- \_\_\_ Application is completely filled out

\_\_\_ 3 sets of plans, drawn to scale with engineer or architect's seal

\_\_\_ 3 surveys

\_\_\_ Site plan showing location of proposed building

\_\_\_ 2 tree surveys with tree legend showing: trees to be removed, type of trees and caliber inches

\_\_\_ Land clearing information

\_\_\_ Engineer's Cost Estimate (sealed)

\_\_\_ Land Development information

\_\_\_ 2 sets of sealed trusses

\_\_\_ Right of Way, if applicable

\_\_\_ 1 set of window details

\_\_\_ 1 set of garage door details

\_\_\_ 1 set of hurricane shutter details

\_\_\_ 3 sets of energy codes

\_\_\_ Affidavit of Recording for OC

\_\_\_ Recorded NOC

\_\_\_ Warranty Deed

\_\_\_ Demolition Application     \_\_\_ not needed

\_\_\_ 2 CD's with As-builts in PDR format

\_\_\_ Impact Fees receipt from the County



NEW COMMERCIAL BUILDING PERMIT APPLICATION

City of West Melbourne
2240 Minton Rd
West Melbourne, FL 32904
(321) 837-7776 Phone
(321) 952-9542 Fax
buildingpermits@westmelbourne.org

FOR OFFICE USE ONLY

Tax ID#
Permit #
Entered by:
Application Date:

Complete in BLUE or BLACK ink

Job Name: Address:

Owner's Name: Phone:

Address: Zip Code:

Contractor's Firm: Qualifier's Name:

Address: City: Zip Code:

License #: Phone #: Email:

Description of Work:

Value of Construction \$ Notice of Commencement, if over \$2500.00

Area of Construction: SF of building only Right of Way Yes No

New Water Meter Yes No If yes, size of new meter

Land Clearing: Acres Engineer's Cost Estimate \$ Land Development SF

Include 2 Tree Surveys with Legend, showing the caliber inches on the trees to be removed

Type of tree(s) to be removed: Number to be removed:

Type of tree(s) to be replaced: Number to be replaced:

Fee Simple Title Holder: Phone:

Address: Zip Code:

Bonding Company: Phone:

Address: Zip Code:

Architect/Engineer: Phone:

Address: Zip Code:

SUB-CONTRACTOR INFORMATION:

Construction/Debris Removal: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Plumbing: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Mechanical: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Roofing: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Electrical: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

**APPLICANT'S AFFIDAVITS**

Application is hereby made to obtain a permit to do the work and installation as indicated. The Building Code in effect at the time of this application is the Florida Building Code 2020 Edition. I understand that all permits require inspections as indicated. **This permit application is valid for 180 days from date of submission.**

\_\_\_ I certify that **no** work or installation has commenced prior to the issuance of a permit. By signing, applicant affirms that all above is true and correct and that he/she is an authorized agent of the Contractor/Owner and has the authority to apply for this permit.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_

PROPERTY OWNER SIGNATURE  
STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by

\_\_\_\_\_  
who is personally known to me, or has produced  
\_\_\_\_\_  
as identification.

\_\_\_\_\_  
Notary Signature as to Property Owner

\_\_\_\_\_

QUALIFIER'S SIGNATURE  
STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by

\_\_\_\_\_  
who is personally known to me, or has produced  
\_\_\_\_\_  
as identification.

\_\_\_\_\_  
Notary Signature as to Qualifier

This Instrument Prepared By:  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Permit No. \_\_\_\_\_

Tax Folio No. \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_.

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of property, and street address if available)
  
2. General description of improvement:
  
3. Owner information
  - a. Name and address:
  - b. Interest in property:
  - c. Name and address of fee simple titleholder (if other than owner):
  
4. Contractor:
  - a. Name and address:
  - b. Phone number:
  
5. Surety
  - a. Name and address:
  - b. Amount of bond \$ \_\_\_\_\_.
  - c. Phone number:
  
6. Lender
  - a. Name and address:
  - b. Phone number:
  
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
  - a. Name and address:
  - b. Phone number:
  
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:
  - a. Name and address:
  - b. Phone number:
  
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) \_\_\_\_\_.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
Signature of Owner or Owner's Authorized Officer/Director  
Partner/Manager

Signatory's Title/Office \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year) by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority, ...e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
Signature of Notary Public – State of Florida  
Print, Type, or Stamp Commissioned Name of Notary Public  
Commission Number

Personally Known \_\_\_ or Produced Identification \_\_\_\_\_

Verification Pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Natural Person Signing Above



Category/Subcategory	Approval Number(s)	Manufacturer	Model #	Building Design Pressures		Product Design Pressures		Expiration Date
				(+PSF)	(-PSF)	(+PSF)	(-PSF)	
6. Wall louver								
7. Glass block								
8. Other								
<b>D. ROOFING PRODUCTS</b>								
1. Asphalt shingles								
2. Underlayments								
3. Roofing fasteners								
4. Non-structural Metal RF								
5. Built-Up Roofing								
6. Modified bitumen								
7. Single ply roofing sys								
8. Roofing tiles								
9. Roof tile adhesive								
10. Roofing insulation								
11. Wood shingles/shakes								
12. Roofing slate								
13. Liquid applied roof sys								
14. Cements-adhesives-coatings								
15. Spray applied polyurethane roof								
16. Other								
<b>E. SHUTTERS</b>								
1. Accordion								
2. Bahama								
3. Storm panels								
4. Colonial								
5. Roll-up								
6. Others								
<b>F. SKYLIGHTS</b>								
1. Skylight								
2. Other								

**FOR OFFICE USE ONLY:** I have reviewed the above components or cladding and I have approved their use in this structure. These products provided adequate resistance to the wind loads and forces specified by current code provisions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Design Prof: \_\_\_\_\_ Cert No. \_\_\_\_\_

Seal

Date: \_\_\_\_\_

**CITY OF WEST MELBOURNE**  
Application for Use Permit

No construction underground or above ground of any facility shall be accomplished on any City rights-of-way or easements without written approval from the City. Any application for approval of construction operations on any City owned right-of-way or easements shall furnish a detailed drawing showing the complete scope of the proposed work in quadruplicate to the Code Administration Department for approval prior to the commencement of any work. A copy of this permit and approved plans are to be kept readily available at the site of the work at all times.

Location of Right-of-Way  
Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rng: \_\_\_\_\_ or Easement: \_\_\_\_\_ Date: \_\_\_\_\_

Location (Legal Description): \_\_\_\_\_  
\_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_  
(Company Name/Individual)

of \_\_\_\_\_  
(Address) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

For the construction and/or maintenance of: \_\_\_\_\_

**SUBJECT TO THE FOLLOWING CONDITIONS:**

All work shall be done in keeping with the standards of the City of West Melbourne and under the supervision of the City Engineer and Code Enforcement Official who will be notified at least one day prior to commencement of construction.

All materials and equipment shall be subject to inspection by the City.

During construction, all safety regulations of the State Road Department shall be observed and the City shall be relieved of all responsibility from damage of any nature arising from this permit. Subject to the same terms and conditions, the permit holder may take such safety measures, including placing and display of caution signs, as it may deem necessary in conduct of construction and maintenance work hereunder.

All private and all City property shall be restored to its original condition as far as practical, in the opinion of the City.

All underground crossing installations shall be laid at such depth as may be specified by the City.

The sketch covering the details for this installation shall be made a part of this permit. This permit is granted with the understanding that the applicant has notified all other utility users in the area covered by the permit and takes full responsibility for any damage incurred by prior installations as a result of his operations. He also takes full responsibility for notifying any and all utility or underground users of his proposed operations in order that they may safeguard their interests.

It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder.

Whenever the City decides to further exploit its right-of-way or easements, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized hereunder shall be immediately removed from said right-of-way or reset or relocated thereon as required by the City at the expense of the holder of this permit.

The holder shall save and keep the City harmless from any and all damages, claims or injuries that may occur by reason of the construction, maintenance and operation of said facility.

The holder shall complete the requested work within \_\_\_\_\_ days or this permit shall become null and void. In the event the work requested is not completed upon the expiration date of this permit, in the City shall have the right to complete such work and to charge the holder of the permit for all costs incurred in completing said work.

**Submitted by:** \_\_\_\_\_ State Control No: \_\_\_\_\_  
Permittee Signature (if applicable)

**Contact Telephone Number:** \_\_\_\_\_

The holder shall post a cash or surety bond with the City in the sum of \$ \_\_\_\_\_ dollars to guarantee performance of the obligations herein, and to guarantee maintenance of the right-of-way described herein for a period of one (1) year following completion of the requested installation. In the event a surety bond is posted, the said surety bond shall be made payable to the City and shall obligate the surety to hold the City harmless in the event the holder of this permit should fail to meet any of its obligations hereunder. The bond shall also indemnify the City for all court costs and reasonable attorney's fees in the event legal action is required to collect on said bond.

Upon completion of work, and prior to the final inspection, three (3) copies of as-built drawings shall be submitted to the Code Enforcement Official detailing all work performed.

APPROVED BY: \_\_\_\_\_  
Construction Inspector Date

\_\_\_\_\_  
Building Official Date

Remarks or special conditions: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Permit No: \_\_\_\_\_