

## Building Permit Application Required Support Documents

License and insurance information must be current and copies attached to each permit before application will be accepted. Incomplete packages will not be accepted.

- Verify address is in the Town of Indialantic before completing application
  1. <http://www.brevardpropertyappraiser.com/asp/record.asp>.
  2. Millage Code will be at the top indicating where papers need to be filed.
- Complete permit application.
- Owner and contractor ***must*** both sign application.
- Application ***must*** be notarized.
- Copy of contractor's license (State, municipal, local).
- Copy of Workers' Compensation insurance or exemption and copy of General Liability insurance.
- If cost of construction is over \$2,500:
  - Notice of Commencement must be completed, notarized and recorded with Clerk of the Court, Brevard County.
  - Owner keeps original; Town keeps copy.
    - Form may be printed off website: [www.brevardclerk.us](http://www.brevardclerk.us) (Forms, Official Records).
- Three (3) copies of ***SEALED*** plans for commercial projects.
- Two (2) copies of ***PLANS*** for residential projects
  - New homes or additions that include a bedroom must have filed a Sewer Permit application with Brevard County. A copy of the Sewer Permit must be submitted with the plans.
- If owner is doing work him/herself, a Disclosure Statement is required.
- If you require a dumpster on site, Harris Sanitation/Waste Management must be used. Dumpster must be removed before final inspection.
- After the application has been approved by the Building Official, the permit and, if applicable, job or site copy are given to owner/contractor after payment of any fee(s). Permit and job or site copy must be posted at the job site.

## **BUILDING DEPARTMENT**

### *Frequently Asked Questions*

Most people are aware that building permits are required for new homes, room additions and in-ground pools. Unfortunately, some homeowners realize only after work is underway or finished that they needed permits for other projects including carports, fences, sheds, re-roofing, window and garage door replacement and above-ground pools.

Projects started without a building permit can result in greatly increased costs, delays and even removal of structures. Structures may be placed in the wrong location or they may not comply with the building codes. Florida Building Code, Section 104.1, requires that a building permit be obtained prior to construction, alteration, repairs and relocations. A property owner or contractor who starts work without first obtaining a permit could be subject to a penalty of 100% of the usual permit fee.

➤ **How much does a building permit cost?**

The cost of the permit depends on the type of work to be done and the cost of the project to be completed. You may call the Building Department at 321-727-3377 or fax to 321-984-3867. You will be notified by phone when your permit is ready and of the cost.

For final inspection, please call the Building Department 24 hours in advance. The Building Department will notify you if your final inspection fails.

➤ **Will my contractor obtain the permit?**

Reputable contractors know the requirements and abide by them. Unfortunately, not all contractors comply with Town Code. Remember, it is the property owner who is responsible for ensuring that all work on his/her property is preceded by acquisition of the appropriate permits.

➤ **How do I find out if my contractor is licensed?**

State law requires that all construction work be done by a licensed contractor. Residents are discouraged from hiring unlicensed contractors. Both the unlicensed contractor and the owner who ordered the work may be subject to severe fines and penalties. Call the Building Department at 321-727-3377 to verify a contractor's status before you sign a contract for repairs or construction work.

➤ **What else should I ask a proposed contractor about?**

To protect yourself from a lawsuit, verify that the contractor has adequate workers' compensation and general liability insurance coverage. The Town requires contractors to file proof of such insurance coverage before any work can begin.

PERMIT APPLICATION

Town of Indialantic  
216 Fifth Avenue  
Indialantic, Florida 32903  
(321) 727-3377 - Office  
(321) 984-3867 - Fax



Permit # \_\_\_\_\_

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

PLEASE PRINT LEGIBLY – INCLUDE STREET NUMBER/NAME, CITY & STATE

Job Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
TWP: \_\_\_\_ RNG: \_\_\_\_ SEC: \_\_\_\_ BLK/PAR: \_\_\_\_ LOT: \_\_\_\_ COUNTY: BREVARD

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor's Firm: \_\_\_\_\_  
Qualifier's Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permit Type:  Residential  Commercial  
 Building  Demo  Electrical  Mechanical  Plumbing  Fence  Gas  
 Above Ground Pool/Spa  In-ground Pool/Spa  Site Plan # \_\_\_\_\_  
 Shed  Fire Alarm  Fire Sprinkler  
 Roofing: Shingle Mfg.: \_\_\_\_\_  Pitch: \_\_\_\_\_  # of Squares: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
Value of Construction: \$ \_\_\_\_\_ Total Area of Construction: \_\_\_\_\_ Sq. Ft.

Electrical: \_\_\_\_\_ State Reg./Cert. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Plumbing: \_\_\_\_\_ State Reg./Cert. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Mechanical: \_\_\_\_\_ State Reg./Cert. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Roofing: \_\_\_\_\_ State Reg./Cert. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Other: \_\_\_\_\_ State Reg./Cert. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**APPLICANT'S AFFIDAVIT**

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 2007 Edition**. I understand that all permits require inspections as indicated. This permit application is valid for 180 days from the 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 authority to apply for this permit.

**WARNING TO OWNER: 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: \_\_\_\_\_ Date: \_\_\_\_\_

Business/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 OWNER/AGENT'S SIGNATURE

STATE OF FLORIDA  
 COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ personally known to me, or has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
 Notary as to Owner/Agent

Stamp

\_\_\_\_\_  
 CONTRACTOR'S SIGNATURE

STATE OF FLORIDA  
 COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ personally known to me or has produced \_\_\_\_\_ as identification and who did not take an oath.

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

Stamp



## Town of Indialantic Roll-off Container Agreement

I, \_\_\_\_\_, do hereby agree to utilize a roll-off container(s) from Harris Sanitation, Inc. (aka Waste Management) for work to be performed at \_\_\_\_\_, Indialantic, FL. I understand that should work be performed not consistent with the Town's ordinance – e.g. a roll-off container other than one from Harris Sanitation, Inc. being on-site – the Town may stop work on the job for such failure to comply.

\_\_\_\_\_  
Permit holder's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit holder's printed name

**DISCLOSURE STATEMENT**

**FOR**

**OWNER CONTRACTORS**

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building at a cost of \$25,000 or less. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have built yourself within one year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your construction must be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

I have read and understand the provisions of the Florida Statutes that permit an owner to act as their own contractor. I am or will familiarize myself with the appropriate codes and laws to assure that all work will be done properly.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Owner: occupant

Address \_\_\_\_\_  
\_\_\_\_\_

**State of Florida**

**Brevard County**

The foregoing Disclosure Statement for Owner Contractors was acknowledged before me this \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_, who is personally known to me and/or who has produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_

Notary Stamp:



# Town of Indialantic

## Building Department

216 Fifth Avenue, Indialantic, Florida 32903  
321-727-3377 Office 321-984-3867 Fax  
Monday – Friday 7:00 a.m. – 4:00 p.m.

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### Supplemental Fasteners Inspection Affidavit

Permit Number \_\_\_\_\_

I. \_\_\_\_\_, licensed as a(n)  
(Please print name & check license type)

- Contractor\*       Engineer       Architect       FS 468 Building Inspector\*

license number \_\_\_\_\_ did personally inspect the roof deck nailing  
work on \_\_\_\_\_ of property located at  
(Date)

\_\_\_\_\_, Brevard County, Florida.  
(Job Site Address)

Based upon the examination, I have determined the installation under the prescriptive method was done according to the Hurricane Mitigation Retrofit Manual Section 201.1 (Based on 553.844 F.S.).

\_\_\_\_\_  
Signature, Seal and Date

**OR**

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_ who is personally known to me \_\_\_\_\_ or has  
produced identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature/ Notary Stamp

\* General, Building, Residential, Roofing Contractor or any individual certified under 468 F.S. to make such an inspection.