

Building Department

1600 Huntington Lane, Rockledge, FL 32955
Phone: 321-221-7540 | Fax: 321-204-6354

Commercial/Multifamily New Construction, Addition, or Alteration

Requirements and Information:

- Complete Building Permit Application, signed and notarized include contact person with email address and phone numbers.
- Owner/Builder application for contractor exemption per Florida Statue 489.103 signed and notarized by owner. Owner must appear in person to pick up the permit.
- Copy of all licenses, general liability and workers compensation insurance for the contractor and all subcontractors with the City of Rockledge as certificate holder.
- Subcontractor Authorization for each named subcontractor. (Please note that your company name should also be on this form).
- Notice of Commencement recorded in Brevard County if applicable.
- Need proof of ownership.
- Need a copy of the City of Cocoa Water Meter Receipt.
- Two (2) boundary surveys of property.
- Two (2) plot plan/approved site plan indicating existing and proposed improvements including FFE, setback and building dimensions.
- Two (2) complete sets of construction plans signed and sealed by a Florida registered Architect or Engineer as defined per Florida Statutes chapters 471 and 481, per minimum plan review criteria as applicable per FBC 107.3.5.
- Two (2) complete copies of Energy Calculation Forms per FBC Energy C103.1
- Two (2) completed Rockledge Product Approval Submittal Affidavit's and one (1) set of Installation fastening/anchoring details per the approval for each product listed.
- Certified truss engineering.
- Contractor Asbestos Notification Statement if demolition on interior alteration.
- Two (2) copies of certified Threshold Inspection Plan per FBC 110.8.
- Waste Water Survey Form
- NOTE: Sewer impact fees may apply.

- **NOTICE: Provision of these items is required to process your permit application.**