



# City of Cocoa, Florida

COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
65 Stone Street, Cocoa, Florida 32922  
PHONE (321) 433-8501 FAX (321) 433-8543

Serving the Community

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## ADDITION PERMIT

### PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact the City of Cocoa Planning and Zoning Division at (321) 433-8530 for information on setbacks, lot coverage, height, etc.
- Completed building permit application (property owner must sign application).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (if applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (building, plumbing, electrical and/or mechanical contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Two (2) copies of a certified boundary survey of property (survey must show flood zone and finished floor elevations), including locations and dimension of all easements, all existing and proposed structures drawn to scale with distances to property lines. Provide existing and proposed lot coverage ratios and demonstrate that maximum lot coverage is not being surpassed.
- Two (2) copies of floor plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work including the location of electrical receptacles, lights and switches. Existing electrical service size, location of smoke detectors and electrical riser diagram (if applicable). Additional plan information may be required as follows:
  - a) Two (2) sets of structural drawings showing front, sides and rear elevations.
  - b) Two (2) sets of plumbing riser diagram (isometric), if adding plumbing fixtures.
  - c) Two (2) sets of typical wall sections showing footing size, type of wall construction and roof trusses or rafter sizes (load path).
  - d) Two (2) sets of plans and specifications for HARV (heating/air conditioning) systems showing components, size and location.
  - e) Existing building floor plan and relationship to addition (emergency egress window locations).
  - f) Two (2) sets of structural plans signed and sealed by a Florida Registered Architect or Engineer.
- Two (2) copies of product approval for installation of the door(s), window(s) and roofing material(s) (include jamb attachment details) from supplier.
- Two (2) copies of Florida Energy Code Forms from Florida Building Code.
- Two (2) copies of heat load calculations from mechanical contractor.
- Copy of State of Florida Environmental Health Department septic tank permit or system certification or copy of City sewer connection receipt (contact City of Cocoa Utilities at 321-433-8799) if adding plumbing fixtures.
- Copy of lot drainage & driveway permit (contact City of Cocoa Engineering Division at 321-433-8795) if adding a public driveway.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Building Division at (321) 433-8501. Additional documents maybe required upon request by the Building Division. 1/27/09 TSD