



Serving the Community

City of Cocoa, Florida

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

GENERAL RESIDENTIAL PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact the City of Cocoa Planning and Zoning Division at (321) 433-8530 for information on permitted use, 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, electrical, mechanical, plumbing, or specialty 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 plot plan or certified boundary survey showing any easements, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed work and size, and setback requirements from property lines. Show distances between all existing and proposed structures. Provide lot coverage ratio-proposed and existing.
- If site built – two (2) copies of signed and sealed plans from a architect or engineer showing elevations, floor plan, wall sections, and type of materials to be used to complete the work.
- If a pre-manufactured structure- two (2) copies of the approved plans stamped by the Department of Community Affairs (DCA) from supplier.
- Two (2) copies of electrical, plumbing, mechanical, and/or specialty plan (if applicable).
- 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.

1/28/09 TSD