



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

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## REHABILITATION 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, parking requirements, 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 by the property owner (if leasing property).
- 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 window sizes (egress requirements), door sizes (handicap accessibility), location of smoke detectors (existing and new), location of electrical panel, location of plumbing fixtures, and insulation R-value. Additional plan information maybe required as follows:
  - a) Two (2) copies of duct layout plan showing new and existing duct.
  - b) Two (2) copies of electrical power and lighting layout plan showing new and existing devices.
- Two (2) sets of structural plans signed and sealed by a Florida Registered Architect or Engineer (if repairing, reconstructing or constructing interior or exterior load bearing walls or other structural components).
- Two (2) copies of product approval for installation of the door(s), window(s) and roofing material(s) (include jamb attachment details) from supplier(s).
- Window sizes (lighting, ventilation and egress requirements).
- Two (2) copies of Florida Energy Code Forms; if removing ceiling or wall insulation or installing new mechanical duct system or equipment (document is located in building code).
- Two (2) copies of heat load calculations (if installing new mechanical duct system or equipment) from mechanical contractor.
- 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”**

During the construction process, you may request to restore electric service on an individual basis *only if your electrical contractor submits a notarized affidavit stating that it is safe to restore the power to the structure and the electrical work has passed inspection.*

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. 1/30/09 TSD