



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

---

---

## SCREEN ROOM 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, electrical and/or aluminum contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) copies of boundary survey of property, including locations and dimension of all easements, all existing and proposed structures drawn to scale with distances to property lines.
- 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.
- Two (2) sets of drawings showing front, sides, and rear elevations.
- Two (2) sets of structural plans showing footing sizes, typical wall sections and roof construction detail (entire structural load path) signed and sealed by a Florida Registered Architect or Engineer and/or pre-engineered aluminum drawings.
- 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.  
1/30/09 TSD