



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

RESTAURANT RENOVATION

PLEASE SUBMIT THE FOLLOWING:

- Before submitting please contact the City of Cocoa Planning and Zoning Division at (321) 433-8530 for information on permitted use, parking, 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 occupational license (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).
- Three (3) sets of signed and sealed construction drawings. Provide existing building code alteration level. Additional plan information maybe required as follows:
 - a) Provide a life safety seating plan to scale with occupant load (fixed booths, loose tables, chairs, etc.).
 - b) Show existing or new fire resistant walls from adjoining occupancies.
 - c) Provide existing or new handicapped accessibility requirements.
 - d) Show existing or new kitchen sinks with indirect waste lines.
 - e) Provide existing or new panic hardware on emergency exit doors.
 - f) Show emergency exit signs and lighting on floor plan.
 - g) Provide information on interior wall and ceiling finishing.
 - h) Show existing or new portable fire extinguisher locations.
 - i) Provide existing or new parking requirements.
 - j) Show existing and new electrical panel schedules, load summaries and locations.
 - k) Provide natural gas riser diagram with equipment loads (entire gas line load).
- Provide manufacturer's literature for cooking equipment and food handling equipment (british terminal units and electrical loads).
- Installation of a new kitchen hood exhaust system and rooftop construction details (must meet wind loads).
- Installation of a walk in cooler and/or freezer may require a separate permit (if not provided).
- New or modified fire alarm systems will require a permit (if not provided).
- A separate permit is required for the installation of new or modified existing gas lines.
- New or modified emergency egress lighting or exit signs will require a permit.
- A separate permit is required for the installation of a new fire sprinkler system or modification.
- Florida energy code calculations (if disturbing exterior walls or adding mechanical equipment).
- Plans approved by Department of Business & Professional Regulation at 1-850-487-1395.
- Water Impact Fee: Utility Department at 433-8501.
- Copy of grease trap approval (if applicable) - City of Cocoa Utility Department – Contact Sellers Water Reclamation at (321) 433-8749.
- 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.

1/29/10 TSD