

Town of Melbourne Village's Building Permit Application Instructions

The Town will except all information emailed to deputyclerk@melbournevillage.org or faxed 321-984-7219. All permit forms are located on the Town website at melbournevillage.org. All inspections will be held on Thursday. Please contact the Town Office by end of business on Wednesday at 321-723-8300 to be included on the inspection list.

CONTRACTORS INSTRUCTIONS

The Town requires all signatures to be notarized including the homeowners.

If a project's value is over \$5,000 or A/C units over \$15,000, a Notice of Commencement must be filed with the County and a copy should be provided to the Town.

Submit your contractor's license, insurance, and worker's comp, as well as any plans, product specifications, product Notice of Acceptance (NOA), 'cut sheets', etc. with the application.

Permits will be \$18.75 for the first \$1,000 valuation of the project and \$9.40 for each additional \$1,000 or portion thereof. Inspections are \$50 each as well as any other surcharges or fees the building inspector may deem necessary. A few exceptions are but are not limited to electrical, plumbing, HVAC, doors or windows, and garage doors, which have a different price schedule.

If completing a roof: the roof affidavit will need to be completed during the roof dry-in process and must be returned to the town office prior to the final inspection.

HOMEOWNERS PULLING PERMITS INSTRUCTIONS

Instructions for the Town of Melbourne Village's Building Permit Application and (if project's value over \$5,000 or A/C units over \$15,000,) a Notice of Commencement must be filed with the County and a copy should be provided to the Town.

- List Owner/Builder where it asks for Contractor's information
- List any subcontractors you may be hiring to help with your project. The Town requires a copy of their license, insurance, and worker's comp.

The Town requires all signatures to be notarized. As a homeowner you may get it notarized at the Town Office free of charge.

Since completing this project as a homeowner, you will need to sign an Owner/Builder Affidavit.

The building department will need any plans, product specifications, product Notice of Acceptance (NOA), 'cut sheets', etc. with the permit application.

Permits will be \$18.75 for the first \$1,000 valuation of the project and \$9.40 for each additional \$1,000 or portion thereof. Inspections are \$50 each as well as any other surcharges or fees the building inspector may deem necessary. A few exceptions to these costs are but are not limited to electrical, plumbing, HVAC, doors or windows, and garage doors, which have a different price schedule.

If completing a roof: The Roof affidavit will need to be completed during the roof dry-in process and must be returned to the town office prior to the final inspection.