

CONTRACTORS INSTRUCTIONS

Please fill out as a minimum the yellow highlighted areas.

Instructions for the Town of Melbourne Village's Building Permit Application

The Town of Melbourne Village's policy is that all signatures are to be notarized to include the homeowner's. As a contractor, if you are unable to obtain the homeowner's notarized signature, please forward to our office and we will obtain it for you.

Reminder: If project's value over \$2500 or A/C units over \$7500, a Notice of Commencement

Also, to help speed up the process, please submit your contractor's license and insurance, as well as any plans, product specifications, product Notice of Acceptance (NOA), 'cut-sheets', etc. with the application.

We will except all information faxed (321-984-7219) or emailed (deputyclerk@melbournevillage.org) to us to start the process but the original building permit with original signatures must be received before the permit can be issued.

(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.

Most permit costs will be \$18.75 for the first \$1000 valuation of the project and \$9.40 for each additional \$1000 or portion thereof. Inspections are \$42.50 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.

HOMEOWNERS PULLING PERMITS INSTRUCTIONS

Please fill out as a minimum the yellow highlighted areas.

Instructions for the Town of Melbourne Village's Building Permit Application and (if project's value over \$2500 or A/C units over \$7500,) a Notice of Commencement

- Please fill out all the yellow highlighted areas. Put Owner/Builder where it asks for Contractors information
- Also list any subcontractors you may be hiring to help with your project. I will need a copy of their license and insurance.

The Town of Melbourne Village's policy is that all signatures are 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.

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

Most permit costs will be \$18.75 for the first \$1000 valuation of the project and \$9.40 for each additional \$1000 or portion thereof. Inspections are \$42.25 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.

The building department will except all information faxed to us to start the process but the original building permit with original signatures must be received before the permit can be issued.

Please contact the Town Office at 321-723-8300, if you have any further questions. Thank you!!