



# TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

## **Building Permit Information** **Frequently Asked Questions**

### **Question:**

Why do I need a building permit?

**Answer:** Per Florida Building Code

*“any owner or authorized representative who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, covert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit.*

### **Question:**

What work requires a building permit?

**Answer:** With the exception of painting, flooring, cabinets, and residential landscaping, most everything requires a building permit in the State of Florida. If you are unsure, please call Town Hall.

### **Question:**

Why is obtaining a Building Permit a benefit to me as a homeowner?

**Answer:** When a permit is submitted to the Town of Melbourne Beach Building Department it is review to ensure it meets established Florida Building Code. The review and approval process allows problems to be identified and corrected before any non-compliant work occurs. During the permitting process, a contractor's license and insurance are verified. Having a permit allows a person knowledgeable in construction the opportunity to inspect and confirm that minimum code prescribed construction requirements are met.

### **Question:**

What happens if I do not obtain a building permit?

**Answer:** The transfer of property can be delayed when non-permitted work is discovered. Work completed without permits and/or inspections is deemed to be unsafe and a Stop Work Order will be issued to the property. The removal of a Stop Work Order is a violation of law. Work that is performed without a permit is subject to four times the permit fee and may have to be partially or completely demolished.



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**Question:**

How much does a permit cost?

**Answer:** The cost of permits vary. Our cost is based off of the “value of construction” of the particular job(s).]

**Question:**

Do I need a contractor?

**Answer:** Not if you own and occupy the house. State statutes allow the owners of real property to act as their own contractor. This exemption may only be used if you own and occupy the home. As an owner builder though, if you do not complete all of the work yourself, you must supervise the work, and hire licensed trade subcontractors (electrician, plumbing, a/c, and roof) in accordance with state law. Owners acting as their own contractor can obtain and fill out our Owner/Builder Disclosure.

**Question:**

What is “value of construction?”

**Answer:** Value of construction is the total cost to the owner for the building construction in its completed form and includes the cost of design, all building work, materials of construction, building systems, labor and profit of the contractor and subcontractors.

**Question:**

What is a Notice of Commencement?

**Answer:** A Notice of Commencement is a document that establishes the formal start date of a construction project and identifies the project stakeholders, such as the property owner, lender, and general contractor. It is filed in the county where the project is located, and sent to all project participants, including subcontractors and material suppliers.

The Notice of Commencement helps to protect the owner or general contractor from “surprise” liens, because it encourages all parties down the payment chain to identify themselves and their role on the job by way of a preliminary construction notice and the NOC will have accurate information for the preliminary notices. As the subcontractors and suppliers send notices, the owner and/or GC will know all parties working on their project, which helps in managing waivers, which also aids in unwanted liens.



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**Question:**

How do I file and record a Notice of Commencement?

**Answer:** A Notice of Commencement must be filed and recorded through the Brevard County Clerk of Courts. The closest Clerk of Courts to Melbourne Beach is 51 Nieman Ave. #100 Melbourne, FL 32901. Their phone # is 321-637-5413. After the Notice of Commencement is filed and recorded, please email or bring a copy to Town Hall.

**Question:**

What is a Florida Product Approval and where can I find them?

**Answer:** A Florida Product Approval is a product that has been evaluated and approved by the Florida Building Commission for use within the State of Florida. Approved products can be found at [www.floridabuilding.org](http://www.floridabuilding.org)