

City of West Melbourne Site Permit Requirements Checklist

RETURN THIS FORM WITH SITE PERMIT APPLICATION PACKAGE

Address of property: _____

- Check Property Appraisers site for:
 - Address in City of West Melbourne
 - Property Owner verification
 - Property Appraiser's Tax ID #
- 1 Site Permit Application with:
 - Notarized, original owner and contractor signatures
 - Construction amount
 - Contractor / subcontractor information
 - Application is completely filled out
- 4 sets of plans, drawn to scale with engineer or architect's seal
- 4 Plot plans, showing all easements
- 2 Tree surveys with tree legend showing: trees to be removed, type of trees and caliber inches
- Land clearing information
- Engineer's Cost Estimate (sealed)
- Land Development information
- Affidavit of Recording for NOC
- Recorded NOC
- Warranty Deed
- Demolition Application OR not needed
- Application for Use (Right of Way) OR not needed

SITE PERMIT APPLICATION



City of West Melbourne
2240 Minton Rd
West Melbourne, FL 32904
(321) 837-7776 Phone
(321) 952-9542 Fax
buildingpermits@westmelbourne.org

FOR OFFICE USE ONLY

Tax ID#
Permit #
Entered by:
Application Date:

Complete in BLUE or BLACK ink

Job Name: Address:

Owner's Name: Phone:

Address: Zip Code:

Contractor's Firm: Qualifier's Name:

Address: City: Zip Code:

License #: Phone #: Email:

Description of Work:

Value of Work \$ Notice of Commencement, if over \$2500.00

Area of Construction: SF of building only Right of Way Yes No

New Water Meter Yes No If yes, size of new meter

Land Clearing: Acres

Sealed Engineer's Cost Estimate (grading, paving & underground utilities)

Include 2 Tree Surveys with Legend, showing the caliber inches on the trees to be removed

Type of tree(s) to be removed: Number to be removed:

Type of tree(s) to be replaced: Number to be replaced:

Fee Simple Title Holder: Phone:

Address: Zip Code:

Bonding Company: Phone:

Address: Zip Code:

Architect/Engineer: Phone:

Address: Zip Code:

SUB-CONTRACTOR INFORMATION:

Construction/Debris Removal: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Plumbing: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Mechanical: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Roofing: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Electrical: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

APPLICANT'S AFFIDAVITS

Application is hereby made to obtain a permit to do the work and installation as indicated. The Building Code in effect at the time of this application is the Florida Building Code 2020 Edition. I understand that all permits require inspections as indicated. **This permit application is valid for 180 days from date of submission.**

____ I certify that **no** work or installation has commenced prior to the issuance of a permit. By signing, applicant affirms that all above is true and correct and that he/she is an authorized agent of the Contractor/Owner and has the authority to apply for this permit.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

PROPERTY OWNER SIGNATURE
STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___ by

who is personally known to me, or has produced

as identification.

Notary Signature as to Property Owner

QUALIFIER'S SIGNATURE
STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___ by

who is personally known to me, or has produced

as identification.

Notary Signature as to Qualifier

CITY OF WEST MELBOURNE

Application for Use Permit

No construction underground or above ground of any facility shall be accomplished on any City rights-of-way or easements without written approval from the City. Any application for approval of construction operations on any City owned right-of-way or easements shall furnish a detailed drawing showing the complete scope of the proposed work in quadruplicate to the Code Administration Department for approval prior to the commencement of any work. A copy of this permit and approved plans are to be kept readily available at the site of the work at all times.

Sec: _____ Twp: _____ Rng: _____ Location of Right-of-Way or Easement: _____ Date: _____

Location (Legal Description): _____

Permission is hereby granted to: _____
(Company Name/Individual)

of _____
(Address) (State) (Zip)

For the construction and/or maintenance of: _____

SUBJECT TO THE FOLLOWING CONDITIONS:

All work shall be done in keeping with the standards of the City of West Melbourne and under the supervision of the City Engineer and Code Enforcement Official who will be notified at least one day prior to commencement of construction.

All materials and equipment shall be subject to inspection by the City.

During construction, all safety regulations of the State Road Department shall be observed and the City shall be relieved of all responsibility from damage of any nature arising from this permit. Subject to the same terms and conditions, the permit holder may take such safety measures, including placing and display of caution signs, as it may deem necessary in conduct of construction and maintenance work hereunder.

All private and all City property shall be restored to its original condition as far as practical, in the opinion of the City.

All underground crossing installations shall be laid at such depth as may be specified by the City.

The sketch covering the details for this installation shall be made a part of this permit. This permit is granted with the understanding that the applicant has notified all other utility users in the area covered by the permit and takes full responsibility for any damage incurred by prior installations as a result of his operations. He also takes full responsibility for notifying any and all utility or underground users of his proposed operations in order that they may safeguard their interests.

It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder.

Whenever the City decides to further exploit its right-of-way or easements, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized hereunder shall be immediately removed from said right-of-way or reset or relocated thereon as required by the City at the expense of the holder of this permit.

The holder shall save and keep the City harmless from any and all damages, claims or injuries that may occur by reason of the construction, maintenance and operation of said facility.

The holder shall complete the requested work within _____ days or this permit shall become null and void. In the event the work requested is not completed upon the expiration date of this permit, in the City shall have the right to complete such work and to charge the holder of the permit for all costs incurred in completing said work.

Submitted by: _____ State Control No: _____
Permittee Signature (if applicable)

Contact Telephone Number: _____

The holder shall post a cash or surety bond with the City in the sum of \$ _____ dollars to guarantee performance of the obligations herein, and to guarantee maintenance of the right-of-way described herein for a period of one (1) year following completion of the requested installation. In the event a surety bond is posted, the said surety bond shall be made payable to the City and shall obligate the surety to hold the City harmless in the event the holder of this permit should fail to meet any of its obligations hereunder. The bond shall also indemnify the City for all court costs and reasonable attorney's fees in the event legal action is required to collect on said bond.

Upon completion of work, and prior to the final inspection, three (3) copies of as-built drawings shall be submitted to the Code Enforcement Official detailing all work performed.

APPROVED BY: _____
Construction Inspector Date

_____ Date
Building Official

Remarks or special conditions: _____

Fee: _____ Date Paid: _____ Permit No: _____