Documents must be uploaded in separate files in the document category types as listed below. All documents must be saved in Portable Document Format (PDF). Sealed plans require a digital signature with third-party certification. Owners working as their own contractors (referred to as Owner/Builders) must appear in person to file permits. Additional documents may be requested at any time.

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Residential Permit Types

Residential permits are for new construction of single-family residences or duplexes, and for additions, alterations, modifications, and updates to existing single-family residences or duplexes.

Addition

For additions to single-family residences or duplexes including enclosing existing screen enclosures, or any other addition of living space.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)

B. Application, Type: Application Documents - the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption -if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations – if applicable
   v. Any other administrative paperwork as needed

C. Plot Plan, Type: Plot Plan – show the location of the work with dimensions and setbacks

D. Plans, Type: Plans - may require an engineer’s seal

E. Risers, Type: Plans - if applicable

F. Product Approval, Type: Plans -Use Product Approval Summary Sheet if applicable

G. Energy Calculations, Type: Energy Calculations - if applicable

H. Trusses, Type: Plans - may be separated into two files: Truss Layout and Truss Engineering, if applicable

Boat Lift

For boat lifts at single-family residences or duplexes on manmade bodies of water only. For work on natural bodies of water, the customer must contact Florida Department of Environmental Protection. Electrical work will be permitted by Brevard County.

Document file names and appropriate B. A. S. S. document types are listed below:
A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents**, the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption - if applicable
   iii. Land Clearing Affidavit
   iv. Owner’s Responsibility/Acknowledgement Affidavit - if applicable
   v. Subcontractor Authorizations - if applicable
   vi. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** - show the location of the work with dimensions and setbacks

D. **Plans, Type: Plans** - may require an engineer’s seal

**Carport**

For carports at single-family residences or duplexes.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption - if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations - if applicable
   v. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** - show the location of the work with dimensions and setbacks

D. **Plans, Type: Plans** - may require an engineer’s seal

**Demolition**

For complete demolition of single-family residences or duplexes.
Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption (if applicable)
   iii. Land Clearing Affidavit
   iv. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** - show the location of the work with dimensions and setbacks

**Detached Garage**

For adding a detached garage at single-family residences or duplexes.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations – if applicable
   v. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

D. **Plans, Type: Plans** – may require an engineer’s seal

E. **Product Approval, Type: Plans**

F. **Risers, Type: Plans** – if applicable

G. **Trusses, Type: Plans** – may be separated into two files: Truss Layout and Truss Engineering, if applicable
Dock
For docks at single-family residences or duplexes on manmade bodies of water only. For work on natural bodies of water, the customer must contact Florida Department of Environmental Protection.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents - the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Seawall and Dock Affidavit
   v. Owner’s Responsibility/Acknowledgement Affidavit – if applicable
   vi. Subcontractor Authorizations – if applicable
   vii. Any other administrative paperwork as needed
C. Plot Plan, Type: Plot Plan – show the location of the work with dimensions and setbacks
D. Plans, Type: Plans – may require an engineer’s seal

Doors- Windows- Shutters
For door and windows replacement, or for shutters at single-family residences or duplexes.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorization – if applicable
C. Plans, Type: Plans – include the following documents:
i. Product Approval Summary Sheet
ii. Layout

**Duplex**

For new duplexes. Include both address numbers in the Detailed Description.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.**
B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable)
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations
   v. Potable Water Capacity – if applicable
   vi. Any other administrative paperwork as needed
C. **Septic Approval, Type: Supporting Documents** - if applicable
D. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks
E. **Plans, Type: Plans** – must be signed and sealed
F. **Risers, Type: Plans**
G. **Product Approval, Type: Plans**
H. **Energy Calculations, Type: Energy Calculations**
I. **Trusses, Type: Plans** – may be separated into two files: Truss Layout and Truss Engineering, if applicable
J. **Survey, Type: Surveys** – if required to submit in addition to the plot plan

**Electric**

For minor electrical work at a single-family residence or duplex. For generator requirements, see [Generators](#).

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (when job value exceeds $2,500)
B. **Application, Type:** Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Any other administrative paperwork as needed

C. **Plans, Type:** Plans - most electric permits will require a riser diagram or layout, depending on the scope of work

**Fence**

For a fence at a single-family residence or duplex; include the material, height, and total linear feet of fencing in the Detailed Description.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type:** N. O. C. (When job value exceeds $2,500)

B. **Application, Type:** Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Hold Harmless
   iii. Land Clearing Affidavit

C. **Plot Plan, Type:** Plot Plan – show the location of the fence marked with a row of XXXX

**Garage Door**

For garage door replacement at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type:** N. O. C. (When job value exceeds $2,500)

B. **Application, Type:** Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorization – if applicable

C. **Plans, Type:** Plans – include the following documents:
i. Product Approval Summary Sheet
ii. Layout – if provided

**Gas Line**

For minor gas work at a single-family residence or duplex. For the requirements for a gas tank see [Gas Tanks](#).

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement**, Type: N. O. C. (When job value exceeds $2,500)

B. **Application**, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable

C. **Plans**, Type: Plans – include the following documents:
   i. Riser Diagram
   ii. Layout

**Gas Tank**

For installation of a gas tank at a single-family residence or duplex. A gas line can be included on the permit with the tank.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement**, Type: N. O. C. (When job value exceeds $2,500)

B. **Application**, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit

C. **Plans**, Type: Plans – include a riser diagram

D. **Plot Plan**, Type: Plot Plan - show the location of the tank

**Generator**

For installation of a generator at a single-family residence or duplex.
Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption (if applicable)
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorization – if applicable

C. **Plans, Type: Plans** – include the following documents:
   i. Product Approval or Specifications
   ii. Installation Manual
   iii. Riser Diagram

D. **Plot Plan, Type: Plot Plan** – show the location of the generator

**Heating, Ventilation, and Air Conditioning (H. V. A. C.)**

For Heating, Ventilation, and Air Conditioning (H. V. A. C.) replacement at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $7,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable

**Interior Renovation**

For interior work at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorizations
   iv. Any other administrative paperwork as needed

C. **Plans, Type: Plans** - include the following documents:
   i. Riser Diagrams for plumbing and/or electrical
   ii. Scope of Work
   iii. Any other plans as specified by a Plans Examiner

**Mobile Home**

For a new or replacement mobile/manufactured home.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations
   v. Affidavit of State Occupancy for Used Mobile Home – if applicable

C. **Septic Approval, Type: Supporting Documents** – if applicable

D. **Plans, Type: Plans** – include the following documents:
   i. Manufactured Home Installation Information form - if applicable
   ii. Stair Detail
   iii. Riser Diagrams

E. **Plot Plan, Type: Plot Plan** - show the location of the work with dimensions and setbacks
**Modular Home**

For a new or replacement modular home - a prefabricated single-family residence placed on a permanent foundation.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption - if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations

C. **Septic Approval, Type: Supporting Documents** – if applicable

D. **Plans, Type: Plans**

E. **Product Approval, Type: Plans** – sometimes included in plans document

F. **Trusses, Type: Plans** – sometimes included in plans document

G. **Risers, Type: Plans** – sometimes included in plans document

H. **Energy Calculations, Type: Energy Calculations**

I. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

**Plumbing**

For minor plumbing work at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption - if applicable

C. **Plans, Type: Plans** – to include the following documents:
   i. Riser Diagram
ii. Layout – if applicable

**Pool**

For a pool at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorization – for the electrician if applicable

C. **Specifications, Type: Plans**

D. **Plans, Type: Plans,** to include:
   i. Residential Swimming Pool, Spa, and Hot Tub Safety Act
   ii. Construction Plans
   iii. Engineered Plans – can be a separate file if digitally signed

E. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

**Pool Resurface**

For pool resurfacing at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable

**Reroof**

For reroofing or a roof over or a single-family residence or duplex.
Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable

C. **Supplemental Fasteners Affidavit, Type: Supporting Documents** – note: this is not a required document

**Screen Enclosure**

For a screen enclosure at a single-family residence or duplex.

Document Name >Document Category:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorization – if applicable

C. **Plans, Type: Plans** – will require an engineer’s seal

D. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

**Seawall**

For a seawall at a single-family residence or duplex.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
i. Application for Building Permit
ii. Seawall and Dock Affidavit
iii. Owner Builder Application for Contractor Exemption – if applicable
iv. Subcontractor Authorization – if applicable

C. Plans, Type: Plans
D. Plot Plan, Type: Plot Plan – show the proposed work to be done
E. Survey, Type: Surveys – a recent, unmarked sealed survey of the property

Single-Family Residence (S. F. R.)

For new single-family residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C.
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations
   v. Potable Water Capacity
   vi. Any other administrative paperwork as needed
C. Septic Approval, Type: Supporting Documents – if applicable
D. Plot Plan, Type: Plot Plan – show the location of the work with dimensions and setbacks
E. Plans, Type: Plans – will require an engineer’s seal
F. Risers, Type: Plans – may be included on the engineered plans
G. Product Approval, Type: Plans
H. Energy Calculations, Type: Energy Calculations
I. Trusses, Type: Plans – may be separated into two files: Truss Layout and Truss Engineering
J. Survey, Type: Surveys – if submitted in addition to the plot plan
Shed
For sheds at single-family residences or duplexes. A permit is not required if less than 100 square feet and on skids, but Zoning requirements must be met.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations – if applicable
   v. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

D. **Plans, Type: Plans** – may require an engineer’s seal

Solar Photovoltaic
For photovoltaic systems at a single-family residence or duplex. All application and review fees are currently waived, as approved by the Board of County Commissioners.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorization – if applicable

C. **Plans, Type: Plans**

Solar Pool Heater
For installation of pool heaters at a single-family residence or duplex.
Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption - if applicable
   iii. Subcontractor Authorization - if applicable

C. **Plans, Type: Plans**

**Tiny House on Wheels (T. H. O. W.)**

For Tiny Houses on Wheels.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Land Clearing Affidavit
   iii. Subcontractor Authorizations – if applicable
   iv. Any other administrative paperwork as needed

C. **Plot Plan, Type: Plot Plan** – show the location of the work with dimensions and setbacks

D. **Plans, Type: Plans** – signed and sealed engineer certification and tie down plan
Commercial Permit Types

The commercial permit type is for new construction of commercial buildings and multi-family residences with three or more units, and for additions, alterations, modifications, and updates to commercial buildings or multi-family residences.

Site plan approval may be required depending on the scope of the project. If a required site plan is not yet approved, the permit must be approved for Concurrent Review. Contact Planning and Development at 321-633-2072 for more information.

For minor repairs, the customer may need to obtain a Common Area address from the Brevard County Address Assignment Department in order to enter the permit. The email address is: Address.Assignment@BrevardFL.gov.

Addition

For additions to commercial properties such as businesses and dwellings with three or more residences. Site plan approval may be required depending on the scope of the project. If a site plan is required but not approved, the permit will need to be processed as a Concurrent Review.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)

B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorizations – if applicable
   v. Any other administrative paperwork as needed

C. Survey, Type: Surveys - show the location of the work with dimensions and setbacks

D. Plans, Type: Plans - will require an engineer’s seal. Plans may be separated into separate files of Architectural Plans, Structural Plans, Mechanical, Electrical, and Plumbing Plans if digitally signed.

E. Risers, Type: Plans – if applicable
F. **Product Approval, Type: Plans** - if applicable
G. **Energy Calculations, Type: Energy Calculations** – if applicable
H. **Trusses, Type: Plans** – may be separated into two files: Truss Layout and Truss Engineering

**Antenna**
For antennas or modifications to antennas at commercial properties.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. **Application, Type: Application Documents**
C. **Plans, Type: Plans**
D. **Structural Analysis, Type: Plans**

**Build Out**
For tenant build outs at commercial properties.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Subcontractor Authorizations
C. **Plans, Type: Plans**, will require an engineer’s seal. Plans may be separated into separate files of Architectural Plans, Structural Plans, Mechanical, Electrical, and Plumbing Plans if digitally signed.
D. **Energy Calculations, Type: Energy Calculations** - if applicable
E. **Product Approval, Type: Plans** – if applicable

**Demolition**
For complete demolition of commercial buildings.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Subcontractor Authorization - if applicable
   iii. Land Clearing Affidavit

C. Plans, Type: Plans

Doors
For doors at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorization – if applicable

C. Plans, Type: Plans – include the following documents:
   i. Product Approval Summary Sheet
   ii. Layout

Electric
For minor electrical work at commercial properties such as businesses and dwellings with three or more residences. Note: exterior lighting may require additional documents for Zoning review.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
iii. Subcontractor Authorization – if applicable

C. Plans, Type: Plans – include a riser diagram if applicable
D. Survey, Type: Survey – if applicable

Fence

For a fence at commercial properties such as businesses and dwellings with three or more residences. Include the material, height, and total linear feet of fencing in the Detailed Description.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorization – if applicable
   iv. Hold Harmless
   v. Land Clearing Affidavit
C. Survey, Type: Surveys with the location of the fence marked with a row of XXXX

Fire Alarm

For a fire alarm system at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents
C. Manufacturers Specs, Type: Plans
D. Battery Calculations, Type: Plans
E. Plans, Type: Plans
Fire Auto Extinguish
For a fire automatic extinguishing system (also known as a hood system) at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents
C. Manufacturers Specs, Type: Plans
D. Installation Manual, Type: Plans
E. Plans, Type: Plans

Fire Sprinkler
For a fire sprinkler system at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $2,500)
B. Application, Type: Application Documents
C. Manufacturers Specs, Type: Plans
D. Hydraulic Calculations, Type: Plans – may not always be needed
E. Plans, Type: Plans

Heating, Ventilation, and Air Conditioning (H. V. A. C.)
For Heating, Ventilation, and Air Conditioning (H. V. A. C.) replacement at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds $7,500)
B. Application, Type: Application Documents – the file should include the following documents:
   i. Application for Building Permit
ii. Owner Builder Application for Contractor Exemption - if applicable
iii. Subcontractor Authorization – if applicable

**Interior Renovation**

For interior renovations at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Subcontractor Authorizations
   iv. Any other administrative paperwork as needed
C. **Plans, Type: Plans** – to include the following documents:
   i. Riser Diagram(s) for plumbing and/or electrical
   ii. Scope of Work
   iii. Engineered Plans (if applicable)
   iv. Any other plans as specified by a Plans Examiner

**New Commercial Construction**

For new construction at commercial properties. A site plan number must be supplied at the time of application; if the site plan is not approved, the permit will need to be processed as a Concurrent Review.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.**
B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Subcontractor Authorizations
   iii. Land Clearing Affidavit
   iv. Potable Water Capacity
v. Site Plan Approval Letter - if approved
vi. Any other administrative paperwork as required
C. Septic Approval, Type: Supporting Documents – if applicable
D. Survey, Type: Surveys – show the location of the work
E. Plans, Type: Plans – may be separated into separate files of
Architectural Plans, Structural Plans, Mechanical, Electrical, and
Plumbing Plans if digitally signed
F. Risers, Type: Plans – may be included on the engineered plans
G. Product Approval, Type: Plans
H. Energy Calculations, Type: Energy Calculations – if applicable
I. Soil Evaluation Report, Type: Supporting Documents – if applicable
J. Structural Inspection Plan, Type: Plans – if applicable
K. Structural Load Calculations, Type: Plans – if applicable
L. Threshold Affidavits, Type: Supporting Documents – if applicable
M. Trusses, Type: Plans – may be separated into two files: Truss Layout
and Truss Engineering

**Plumbing**

For minor plumbing work at commercial properties such as businesses and
dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. Notice of Commencement, Type: N. O. C. (When job value exceeds
$2,500)

B. Application, Type: Application Documents – the file should include
the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if
      applicable

C. Plans, Type: Plans – include a riser diagram

**Pool**

For a new pool at commercial properties such as businesses and dwellings with
three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:
A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents**, to include the following documents:
   i. Application for Building Permit
   ii. Owner Builder Application for Contractor Exemption – if applicable
   iii. Land Clearing Affidavit
   iv. Subcontractor Authorization for the electrician
   v. Environmental Health approval

C. **Specifications, Type: Plans**

D. **Plans, Type: Plans** – include:
   i. Construction Plans
   ii. Engineered Plans – can be a separate file if digitally signed

E. **Survey, Type: Surveys** – show the location of the work with dimensions and setbacks

**Pool Resurface**

For pool resurface at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   i. Application for Building Permit
   ii. Subcontractor Authorization – if applicable
   iii. Owner Builder Application for Contractor Exemption – if applicable

**Reroof**

For reroofing or a roof over at commercial properties such as businesses and dwellings with three or more residences.

Document file names and appropriate B. A. S. S. document types are listed below:
A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents**, to include the following documents:
   - Application for Building Permit
   - Subcontractor Authorization – if applicable
   - Owner Builder Application for Contractor Exemption – if applicable

C. **Supplemental Fasteners Affidavit, Type: Supporting Documents** – note: this is not a required document

**Sign**

For permanent signage at a commercial property. For temporary signs (signs to be posted for 30 consecutive days or less), see [Temporary Signs](#).

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)

B. **Application, Type: Application Documents** – the file should include the following documents:
   - Application for Building Permit
   - Subcontractor Authorization – if applicable
   - Owner Builder Application for Contractor Exemption – if applicable

C. **Plans, Type: Plans** – may require engineering

D. **Lighting Worksheet, Type: Plans** – if applicable

E. **Survey or Site Plan, Type: Survey** – show sign location, if applicable

**Temporary Sign**

For temporary or portable signs. Temporary signs are not constructed for long term use, and may only be erected for 30 consecutive days per permit.

Document file names and appropriate B. A. S. S. document types are listed below:

A. **Notice of Commencement, Type: N. O. C.** (When job value exceeds $2,500)
B. **Application, Type: Application Documents** – applied for using the Application for Temporary Sign Permit, *not* the Application for Building Permit

C. **Plans, Type: Plans or Survey, Type: Survey** – show the location of the sign