



# Permitting Required Documents and Names

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 Sate 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](mailto: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:
  - i. Application for Building Permit
  - ii. Subcontractor Authorization – if applicable
  - iii. 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:
  - i. Application for Building Permit
  - ii. Subcontractor Authorization – if applicable
  - iii. 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