



Your Success is our Business

**GUIDELINES FOR
SITE AND BUILDING
PERMITTING PROCEDURE**

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SITE PERMITTING PROCEDURE

1. Pre Application Meeting

The applicant attends a pre-application meeting with the City's reviewing staff. Meetings are held on Tuesdays @ 2:00 p.m. in the Growth Management Department Conference Room. Contact Patrick Murphy at 321-733-3042 to schedule.

2. Site Plan Package Submittal

- One (1) completed site plan review application;
- Site plan review fee payment;
- Four (4) signed and sealed copies of site plans;
- Four (4) copies of landscape plan (if separate from site plan);
- Two (2) copies of signed and sealed boundary and topographic surveys showing existing trees and referenced to NGVD 1929 (if separate from site plan);
- Two (2) signed and sealed copies of stormwater calculations and soils report;
- Stormwater review fee payment;
- One (1) completed engineering checklist;
- Building elevations and a completed Materials Finishes Form showing compliance with the Palm Bay Architectural Style Ordinance if applicable.

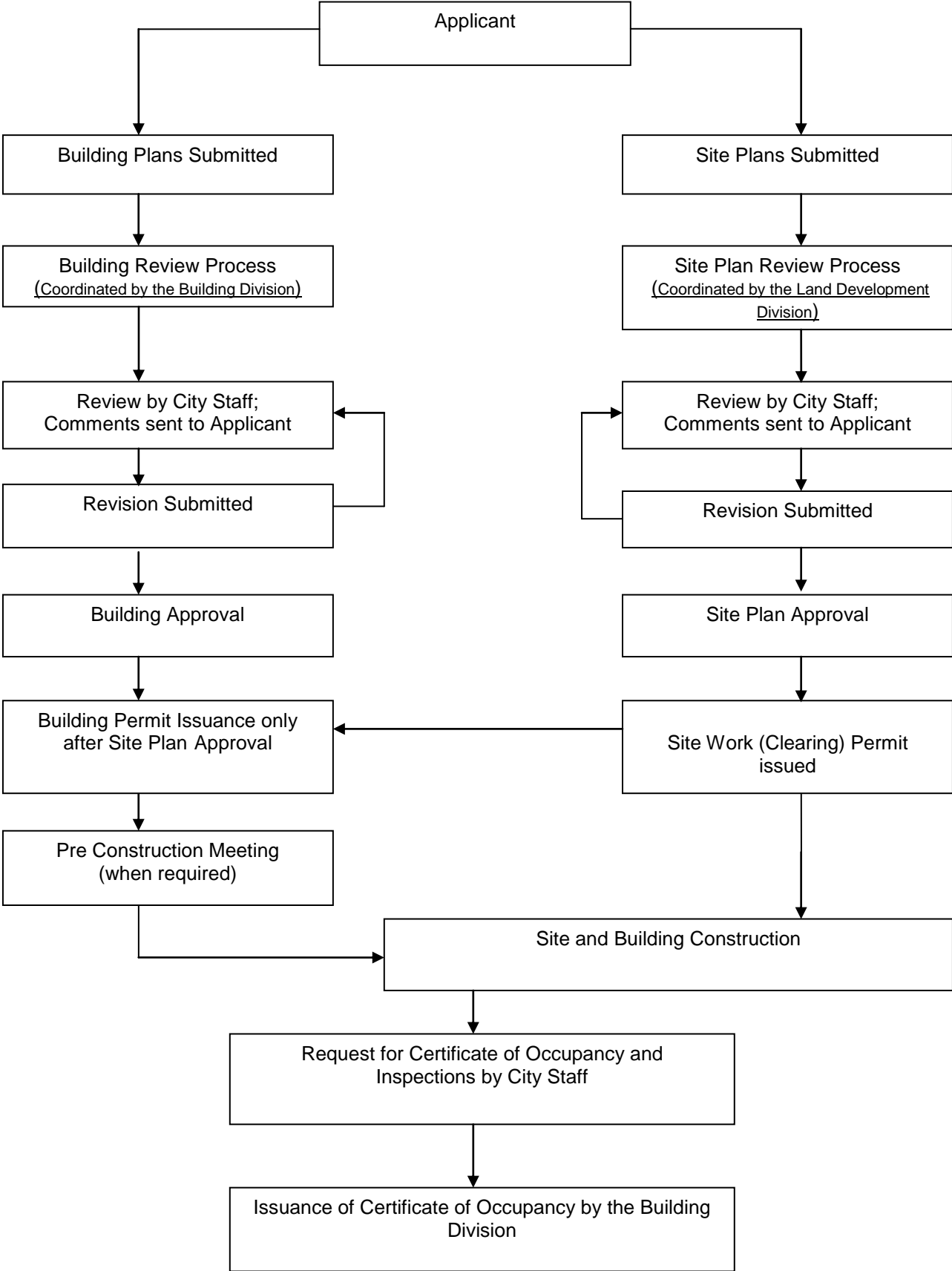
The applicant incorporates staff comments from the pre-application meeting and submits the package to the **Site Plan Coordinator** in the Land Development Division. The site plans will not be routed for review unless all of the required information is submitted. Failure to include the information required will delay review until it is submitted. An approved site plan may still be required to meet new requirements unless a building permit has been applied for.

The building plans may be submitted at the same time as the site plans. The project is given a site plan number by the Site Plan Coordinator; this number will also be used by the Building Division for the same project. Addresses for the project will be assigned by the City's Address Official upon site plan submittal.

3. Plan Review and Approval

- A. The Land Development, Fire, Utilities and Public Works staff reviews the plans and returns comments to the Site Plan Coordinator. Initial review process takes two to three weeks and revision review takes one to two weeks time to be reviewed.
- B. The Site Plan Coordinator compiles all comments and emails them to the contact person listed on the site plan application, to the owner and engineer, if different from the contact person.
- C. The contact person shall respond to the staff comments in writing with plan revision submittals in the order in which the comments are provided.
- D. Revised site plans, landscape plans or other information needed to satisfy the comments shall be submitted with the written responses in the same quantities as the original submittal.
- E. The site plan will be approved when all staff comments have been satisfied. For site plan approval, six (6) sets of site plans will be required.

SITE AND BUILDING PERMITTING PROCEDURE CHART



STAFF REVIEW REQUIREMENTS

The following is a list of the basic items which each division checks. Questions about these items should be directed to the appropriate divisions. The City's main telephone number is 321-952-3400.

LAND DEVELOPMENT - Tel: 321-733-3042 Fax: 321-953-8920

Patrick Murphy, Senior Planner; murphp@palmbayflorida.org

Robert Loring, Planner; lorinr@palmbayflorida.org

Jim Williams, C.F.M., Floodplain Administrator; willij@palmbayflorida.org

Lori Damms, Site Plan Coordinator, dammsl@palmbayflorida.org

1. Zoning restrictions and setbacks
2. Conditional use permits, planned unit developments and variances.
3. Landscaping requirements.
4. Parking and loading requirements.
5. Tree removal permits.
6. Addresses and suite numbers, street naming.
7. Subdivision platting
8. Architectural review for Palm Bay Style if needed.
9. Floodplain permits (FEMA).
10. Transportation impact fees.
11. Finished floor elevations.
12. Easements, cross-access and shared use agreements, etc.

BUILDING DIVISION - Tel: 321-953-8924 Fax: 321-953-8925

Alex Juan - Senior Plans Examiner; juana@palmbayflorida.org

Jason Mahaney, Plans Examiner; mahanja@palmbayflorida.org

1. New construction review – building, structural, mechanical, electrical, plumbing and gas.
2. Alter, enlarge, repair, move, demolish or change of use of existing building(s)
3. Florida Energy compliance
4. Fire, Police and Parks impact fees.
5. Manufactured building compliance – DCA approval and foundation.
6. Florida Accessibility compliance

FIRE PREVENTION DIVISION - Tel: 321-953-8931 Fax: 321-953-8925

Mike Couture, Fire Marshall; coutum@palmbayflorida.org

Ron Bailey, Assistant Fire Marshall; bailer@palmbayflorida.org

1. Building construction review - life safety, means of egress, fire rated assemblies.
2. Fire flow calculations.
 - a. A complete set of working plans on automatic fire sprinkler systems or fire suppression systems shall be submitted for approval prior to a building permit being issued.
 - b. A complete set of working plans on fire alarm systems shall be submitted prior to a building permit being issued. This shall include system schematic type wiring. All devices and factory information sheets on all devices in the system shall be shown, etc.
3. Fire hydrant requirements - number and location.
4. Equipment accessibility, driveway slopes and turning radii.

UTILITIES DEPARTMENT - Tel: 321-952-3410 Fax: 321-984-8082

Ralph Jenkins, Utilities Projects Coordinator; jenkir@pbfl.org

Edward Roske P.E., Engineer I; roskee@palmbayflorida.org

1. Location and size of existing and proposed water and sewer lines;
2. Number and size of fixtures, utility connections;
3. Location of meter/backflow preventer and details;
4. Location of any other onsite water and/or sewer equipment or structures;
5. Determination of impact and connection fees and generation of the City's Utility Agreement.

PUBLIC WORKS DEPARTMENT

Tel: 321-952-3403 Fax: 321-768-6401

Fernando Camba, Engineering Assistant: cambaf@palmbayflorida.org

Right-of-Way Use Permits; rightofwayuse@palmbayflorida.org

Driveway Permits and utility work related issues in the right-of-way; driveway@pbfl.org

Tel: 321-952-3403, Fax: 321-768-6401

1. Stormwater management design
2. Bike paths and sidewalks.
3. Permits - FDOT, sanitation letter, SJRWMD, MTWCD.
4. Traffic control, striping and signage.
5. Pavement design and construction details.
6. Driveway permits, construction, connection and placement, driveway and sidewalk pre-pour inspections.
7. Right-of-way use permits, utility work, jack and bore road cuts and median cuts.
8. Offsite right-of-way utility and infrastructure construction/restoration issues;
9. Public Works Department inspection requests and related inspection issues;
10. Drainage structures in City rights-of-way;
11. Maintenance of traffic (MOT) plans.

Allowable Site Work

A Site Work Permit is required before any activity can commence onsite. Contact Robert Loring of the Land Development Division to obtain this Permit at 321-733-3042

Clearing of trees, as defined in the City's Land Development Code, is not allowed without a Site Work Permit issued by the Land Development Division. No clearing of the site shall be done until the site has passed inspection by the Land Development Inspector. Any trees removed without permit may subject the owner to additional landscape requirements and/or Code Compliance action.

Grading and filling of the site is allowed only after the site plan has been approved and the Site Work Permit has been issued. All such work is at the developer's risk unless a building permit is issued. No structural work of any kind is allowed without a building permit. The Building Division will not issue a building permit until the site plan has been approved.

CITY STANDARD INFORMATION AND NOTES

DRIVEWAY AND RIGHT OF WAY USE PERMITS

City of Palm Bay driveway and right-of-way use permits may be applied for at the Public Works Department at 1050 Malabar Road SW, Monday - Friday from 8:30 am to 5:00 pm. Requests for inspections must be called in prior to 4:00 pm to be inspected the next day. For information call the Driveway Permit Coordinator at 321-952-3403. The driveway permit fee and right-of-way use permit fee are required with the permit applications. These permit applications are also available online at the City of Palm Bay website. http://www.palmbayflorida.org/publicworks/services/documents/row_manual.pdf

WATER AND SEWER SERVICE

Water and sewer service in Palm Bay is provided by the City of Palm Bay Utilities Department. Confirmation from PBUD that all applicable fees have been paid and that service will be provided is required prior to site plan approval, when such service is to be provided. Contact [Ralph Jenkins](mailto:Ralph.Jenkins@pbfl.org) at 321-952-3410, or jenkir@pbfl.org.

STANDARD NOTES TO BE ADDED ON THE PLANS:

1. "All disturbed areas shall have grass/vegetation established prior to the final inspection for a certificate of occupancy."
2. "Notify the Fernando Camba of the Public Works Department at 952-3403 and Ralph Jenkins of the Palm Bay Utilities Department at 321-952-3410, 72 hours prior to construction start with the correct information (names and phone numbers of contractor, sub-contractors). A sequence of work is required."
3. "Pavement markings and signage at the driveway entrance and onsite are the perpetual maintenance responsibility of the owner and assigns."
4. "Provide as-built information when requesting a certificate of occupancy."
5. "Testing on paved areas shall be specified on the plans with a description of the improvements location zones and the testing methods to be used."
6. "Notify the City of Palm Bay Right-of-Way Use Services Division at 321-952-3403 a minimum of 72 hours prior to the start of any offsite construction activities in the public rights-of-way such as paving, placing of pipe, etc. These activities shall be performed only in the presence of a Palm Bay Public Works Department inspector."
7. "The contractor will notify Right-of-Way Use Services 72 hours prior to any offsite construction activities, including excavation work. The contractor will provide Right-of-Way Use Services with a copy of all results from proposed improvements, all concrete tests and all density and compaction results from project. All coordination for Right-of-Way Use Services can be accomplished using the following contact information: Public Works Department, Right-of-Way Use Services, 321-952-3403 or fax: 321-768-6401 or email: rightofwayuse@palmbayflorida.org, or mail: Public Works Department/Right-of-Way Use Services, 1050 Malabar Road SW, Palm Bay, FL 32907."

SITE PLAN PREPARATION REQUIREMENTS

The following minimum information must be on the site plans:

- North arrow and scale, vicinity map
- Legal description, with a benchmark referenced to NGVD 1929
- Name, address and telephone number of the owner, architect/engineer and contractor (if chosen)
- Date of plans and of any revisions; graphic revisions must be referenced and distinguished by “clouding”, bold formation, or other means to ‘call-out’ the changes.
- General information such as name of project, use, zoning, flood zone, etc.

Tabulation of the following as applicable:

- Gross acreage and square footage of the site
- Density, number of units, square footage of each unit
- Floor area of each structure, floor area for each use, number of floors
- Type of construction (wood frame, concrete block, non-combustible)
- Percent of site covered by structures, percent of site covered by all other impervious surfaces
- Number of regular and handicap parking spaces required and provided, square footage of the parking areas, which is defined as all areas where any vehicle is permitted to maneuver. This includes driveways, drive aisles, parking stalls, back-out areas, loading zones, etc.
- Number of required and provided trees, shrubs and other landscaping materials with species names, number and sizes of plants/trees
- Retention volume required and provided, detention volume required and provided
- Water fixture counts and Meter/Backflow size, based on the ERC calculation;

Graphic requirements. Show the following:

- Existing and proposed property, right-of-way and easement lines dimensioned;
- Existing, proposed and future (phased) buildings and accessory structures location dimensioned and labeled;
- Existing and proposed driveways, parking and loading areas, sidewalks location and dimensioned. Include adjacent roadways, driveways, sidewalks and bike paths;
- Existing and proposed fire hydrants and connections, size of water mains, and distance to and direction of nearest ones within 1,000 feet;
- Existing and proposed aboveground and underground utilities, onsite and adjacent, shall be located and labeled;
- Pre-development and proposed elevations with reference datum (NGVD 1929) including finished floor elevations and the crown of any road that the site abuts. Benchmark shown as referenced on the required survey;
- Refuse container location(s);
- Proposed and existing drainage facilities such as swales, ponds and outfall structures;
- Onsite and adjacent traffic signs and striping, parking striping and colors;
- Required hedges, trees and other landscaping materials and any condition required of a Planned Unit Development (PUD) approval, Conditional Use Permit (CUP), or other special approval requirements (if applicable).

BUILDING PLANS AND PERMIT APPLICATION

Before the building plans are submitted to the Building Division, a project number must be assigned by the Site Plan Coordinator. The building plans may be submitted for review concurrently with the site plans in order to save time. A building permit will not be issued until the site plans are approved, stamped and signed by the Site Plan Coordinator and applicable fees are paid.

GENERAL INFORMATION REQUIRED:

- Legal description;
- Contractor's name, address, telephone number and license number;
- Owner's name, address and telephone number;
- Architect's name, address, telephone number and license number;
- Engineer's name, address, telephone number and license number;
- Valuation of work, description of work, floor area, zoning and similar information;
- Specific contractors, i.e. mechanical, electrical, plumbing, etc. must be named.

DOCUMENTS REQUIRED:

- Three (3) complete sets of building plans, signed and sealed, including:
 - Architectural plan, including fire resistance specifications and assembly;
 - Mechanical plan;
 - Plumbing plan;
 - Electrical plan;
 - Electrical calculations;
 - Structural plan;
 - General specifications.
- One survey including all existing structures, trees, etc.;
- One site plan, including fire hydrant locations;
- One location plan;
- Statement of permission of owner;
- Three sets of sprinkler plans and sprinkler calculations, signed and sealed if 50 sprinkler heads or more;
- Two sets of energy calculations, signed and sealed;
- For an addition to an existing structure, one set must show the existing structure;
- Three sets of fire alarm plans, calculations and specifications, signed and sealed if value is \$5,000 or more.

BUILDING DIVISION REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

The Building Division is responsible for issuing Certificates of Occupancy.

The following is a list of minimum requirements that may apply to the project.

- Final survey (8 signed and sealed copies) and letter sealed by the engineer of record;
- Sanitation agreement (Waste Management, Inc.);
- Signed and sealed truss drawings;
- Certificate of compliance by licensed pest control company (termite);
- Concrete and compaction tests;
- Complete set of as-built plans of fire alarm and fire protection systems, i. e. standpipes, sprinklers.
- Copies of all required test results on above systems.
- Documentation on fire rated window and door assemblies and any code-required fire rated materials.
- As-built building on CD or DVD PDF format, including Life Safety.
- Signed and sealed threshold building affidavit.
- Re-inspection and revision fees.

CITY DIVISION / DEPARTMENT APPROVALS

- Land Development
- Building
- Utilities
- Public Works
- Fire

AGENCY APPROVALS

- Brevard County Environmental Health - sewage disposal, food handling;
- Florida Dept. of Transportation - driveway, right-of-way use and drainage connection;
- Brevard County Public Works Dept. - driveway, stormwater discharge;
- Melbourne-Tillman Water Control District - stormwater discharge;
- Florida Dept. of Environmental Protection - water and sewer;
- St. Johns River Water Management District - stormwater discharge, wetlands issues;
- US Army Corps of Engineers - wetlands issues;
- Brevard County - impact fees (solid waste, corrections).

DIRECTORY OF AGENCIES

BREVARD COUNTY AGENCIES

DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES
2725 Judge Fran Jamieson Way, Building A, Viera, FL 32940-6682
Sewage Disposal Permits, Tel. 321-633-2100

PUBLIC WORKS DEPARTMENT
2725 Judge Fran Jamieson Way, Viera, FL 32940
Driveway Permits – Christine Verrett, Tel. 321-637-5437
Stormwater Permits – John Royal, Tel. 321-633-2014

E-911 ADMINISTRATION
2725 Judge Fran Jamieson Way, Bldg. C Viera, FL 32940
Approval of New Street Names - Regina Mahaney, 321-690-6871

PLANNING & DEVELOPMENT DEPARTMENT
2725 Judge Fran Jamieson Way Building A
Viera, FL 32940
Impact Fees – Tel. 321-633-2070

STATE AGENCIES

FLORIDA DEPARTMENT OF TRANSPORTATION
555 Camp Road, Cocoa, FL 32927
Jack West, 321-690-3250
Florida Department of Transportation, 850-414-4050
Maps and Publications, email: co-mapsandpubs@dot.state.fl.us

DEPARTMENT OF ENVIRONMENTAL PROTECTION
2600 Blair Stone Road, Mail Station 2500
Tallahassee, FL 32399
NPDES Stormwater Permitting, 850-245-7522

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
525 Community College Parkway SE, Palm Bay, FL 32909
Tel 321-984-4940 Fax: 321-722-5357
Stormwater Permits

FLORIDA FISH AND WILDLIFE CONSERVATION
Commission, Northeast Region, 1239 S. W. 10th Street, Ocala, FL 34474-2797
Gopher Tortoise Permits, 352-732-1225

MELBOURNE-TILLMAN WATER CONTROL DISTRICT
5990 Minton Road NW, Palm Bay, FL 32907, 321-723-7233
Drainage Discharge Connection Permits

FEDERAL AGENCIES

U.S. FISH AND WILDLIFE SERVICE

Jacksonville Field Office
6620 South Pointe Drive South, Suite #310, Jacksonville, FL 32216
Tel. 904-232-2580, Fax: 904-232-2404

U.S. POSTAL SERVICE

www.usps.com
Tel. 1-800-275-8777

U.S. ARMY CORPS OF ENGINEERS

701 San Marco Boulevard
Jacksonville, FL 32207
Tel. (800) 291-9405

ADJACENT MUNICIPALITIES

TOWN OF MALABAR, Tel 321-727-7764, www.malabartown.org
CITY OF MELBOURNE, Tel 321-727-2900, www.melbourneflorida.org
TOWN OF GRANT VALKARIA, Tel 321-951-1380, www.GrantValkaria.org; or Info@GrantValkaria.org
WEST MELBOURNE, Tel 321-727-7700 www.westmelbourne.org/index.aspx?nid=60
BREVARD COUNTY, Tel 321-633-2069 www.brevardcounty.us/zoning/

OTHER AGENCIES

FLORIDA POWER AND LIGHT COMPANY

1-800-375-2434, www.fpl.com

AT&T

Tel. 1-866-505-1765
www.connecttoatt.com/local-phone.html?mrc=ps-ctatt-g-b-at+-+t+local

BURIED CABLE INFORMATION, 1-800-432-4770

FLORIDA CITY GAS COMPANY

Tel. 321-639-7071 or 1-888-352-5325
www.floridacitygas.com/Home/ContactUs.aspx

WASTE MANAGEMENT, INC

7382 Talona Drive, West Melbourne, FL 32904
P. O. Box 120189, West Melbourne, FL 32912-0189
Tel. 321-723-4455 or 1-800-341-4299
(Franchise-holder for trash pickup for all of the City of Palm Bay)

BRIGHTHOUSE NETWORKS

Tel. 1-866-309-3279
www.brighthouse.com/corporate/support/contact

COAST GAS

Tel. (772) 464-1800 or (800) 282-7346
www.coastgas.com/CoastGas/Pages/StoreListings.aspx?searchValue=32907&searchRadius=50