



**Facilities Permitting & Code Enforcement**  
 1254 South Florida Avenue, Rockledge, Florida 32955-2440  
 Office 321-633-3580 Ext. 13073 Fax 321-735-9777  
 Contact: Miller.Doreen@BrevardSchools.Org

*BPS use only*  
 BPS Project Manager \_\_\_\_\_  
 Master Library Project No. \_\_\_\_\_  
 Financial Account No. \_\_\_\_\_

## PERMIT APPLICATION

**NO PERMIT FEES**

**Instructions: Application must be typed or printed. Submit original copy. Complete each item.**

**Codes: 2023 Florida Building Code (FBC), 8th Edition, Referenced National Standards and Federal Regulations; 2020 National Electric Code (NEC); 2023 Florida Fire Prevention (FFPC); 2014 State Requirements for Educational Facilities (SREF); Department of Education (DOE) State Requirements for Educational Facilities (SREF); ASCE24-14; and the 2007 Brevard Public Schools Construction Standards.**

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

*BPS use only*

1. Applicant: \_\_\_\_\_  Contractor  Owner  
FIRST MI LAST

2. Facility / School: \_\_\_\_\_ School: # \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

3. Proposed Work: New  Addition  Remodel  Renovation  Site   
 Roofing  Relocatable  Demolition  Annual Facility Maintenance/Repair  IT

4. Brief Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Project Cost: \_\_\_\_\_ Square Footage: \_\_\_\_\_

6. Occupancy Classification: \_\_\_\_\_ Mixed  Occupancy Load: \_\_\_\_\_  
 Construction Type \_\_\_\_\_ Height \_\_\_\_\_ Stories \_\_\_\_\_ Protected  Unprotected  Sprinkled

7. Contracting Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_  
 License Holder: \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

**Insurance Certificates:**

Workers Compensation Insurance  General Liability Insurance  Auto Liability   
 Certificate Holder Box Shall state: School Board of Brevard County 2700 Judge Fran Jamieson Way Viera FL 32940-6699  
 Description of Operations/Location Box Shall list: School name and/or Board property work being performed on.

8. Bonding Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Submit subcontractor licensing and insurance information with the permit application package.  
 Submit list of subcontractors and insurance information with the permit application package.**

APPLICATION FOR PERMIT (Continued...)

9. Architect: \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer: \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Threshold: \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

**10. On projects valued over \$300,000.00 the following forms must be submitted directly to Florida Department of Education Office of Educational Facilities. Copy of each completed form must be submitted to permitting office with the application.**

- OEF 110A Project Implementation Information noting description of work, budget, student stations, square footage, architect, engineer, construction management firm, plan review entity. An OEF 209 Certificate of Final Completion will be required at project completion when OEF110A submitted.
- OEF 208 Letter of Transmittal with one set of construction documents. Only required on projects submitted to FDOE for plan reviews or other third party entity.
- OEF LCCA - Life Cycle Cost Analysis: Submit one copy of the completed form, signed and sealed, for each project with an air-conditioning load of 360,000 BTU per hour or greater. Reproduce this form in sufficient quantity for your use.

**On all projects regardless of cost or size the following must be submitted to the permitting office for code review and permitting.**

- Three (3) complete sets, project drawings and specifications, signed & sealed by the architect or engineer of record. Documents shall contain statement of compliance by architect or engineer that states **“To the best of my knowledge, these drawings and project manuals are complete and comply with the State Requirements for Educational Facilities”**. When requested by this office, engineering calculations for mechanical, electrical, and structural systems shall be submitted. Changes to the construction documents as they occur must be submitted to the office as a REVISION for review and inspection purposes.
- Three (3) complete sets, **Florida Product Approvals or Miami-Dade Notice Of Acceptance (NOA)’s**
- Three (3) copies **Form C402-17 for compliance with the Florida Energy Efficiency Code (FEEC)** signed & sealed by engineer of record, owner or designee signature, for submittal to Department of Community Affairs.

**On all new construction, remodeling, change in space size, change in space use, change in student stations, and changes to room numbers the following must be submitted.**

- One (1) copy OEF 208A Facilities Space Chart/Net & Gross Square Footage Chart.

**If applicable or required by other agencies the following must be submitted to the permitting office for inclusion in project file.**

- One (1) copy of St. John Water Management District storm water permit.
- One (1) copy of Florida Department of Environmental Protection (DEP) Potable Water permit.
- One (1) copy of Florida Department of Environmental Protection (DEP) Sewage Collection permit.
- One (1) copy of Florida Department of Health Swimming (DOH) Pool Permit

**“NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.”**

APPLICATION FOR PERMIT (Continued...)

11. Owner/Contractor Affidavit: I certify that all the foregoing information is accurate and that all will work be done in compliance with all applicable laws regulating construction and zoning.

Owner/Contractor Electronic Statement: Under penalty of perjury, I declare that all the information contained in this application for permit is true and correct.

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit may be required for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, ROOFS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONS, ETC...

Printed Name of Owner

Printed Name of Contractor

Signature/Owner (Required)

Signature/Contractor

Date:

Date:

Notary as to Owner

Notary as to Contractor

STATE OF FLORIDA COUNTY OF
Sworn to (or affirmed) and subscribed
before me This day of , 20
by
(print name of person making statement)

STATE OF FLORIDA COUNTY OF
Sworn to (or affirmed) and subscribed
before me this day of , 20
by
(print name of person making statement)

Signature:

Signature:

Personally Known OR Produced Identification
Type of Identification Produced

Personally Known OR Produced Identification
Type of Identification Produced

Work shall not commence until a permit is issued.

BPS use only

Date Received Contractor Licenses: Comments:

Date Received Contractor Certificate of Insurance: Comments:

Date Reviewed: By: Comments:

Date Resubmitted: Reviewed By: Comments:

Approved Approved as noted:
By Date
Plans Examiner

Approved Approved as noted:
By Date
Fire Inspector

Approved Approved as noted:
By Date
Building Official - David Olivieri