

ARTICLE II. BUILDING PERMIT APPLICATION PROCEDURES

Section 4-10. General procedures.

- A. Approval of a city building permit, or development order, is required prior to any of the following:
1. Construction of structures, as defined in section 1-20, and demolition of buildings and structural elements within a building.
 2. Land clearing, dredging or filling of a site.
 3. Interior renovations which affect walls, electrical, plumbing or mechanical systems.
 4. The installation of fences, driveways, swimming pools, and parking area elements.
 5. The construction of seawalls, docks, and dune walkovers.
 6. The installation of signs.
 7. Any other site activities as identified within this land development code (LDC) or as determined by the administrator.
- B. The chief building official (CBO) shall be designated as the administrator responsible for the approval, distribution and enforcement of building permits, certificates of occupancy and other such certificates, as required by the Florida Building Code (FBC) or other city codes.
- C. The Florida Building Code (FBC), most recent edition, is the controlling authority for approval of construction within the City of Cocoa Beach.
- D. All state permitting and licensing requirements shall be approved prior to approval of a city building permit.
- E. If the scope of work authorized by a building permit is exceeded, if unlicensed activities are occurring, or if safety violations are witnessed, the CBO, or designee, has the authority to issue a stop work order or to revoke the permit authorization.
- F. Violations of these regulations shall require enforcement action resulting in the removal of illegal structures or site improvements, the issuance of penalties or fines, or code enforcement action as detailed in the city code of ordinances chapter 30.
- G. An appeal of any decision by the CBO, or designee, in administering or enforcing these requirements and regulations shall be in accordance with section 1-49 or as provided within Florida Building Code (FBC).
- H. *Right of entry.* For the purpose of enforcing this article, the CBO, and/or his authorized representative, shall have the right to enter onto private property and into private buildings, while construction is in progress, at any reasonable time.

(Ord. No. 1649, § 2(Exh. A), 10-1-2020)

Section 4-11. Application submittal.

- A. Submittal of an application for a building permit does not provide the right to begin work. Work may commence only after approval by the CBO, payment of all applicable fees, and issuance of a permit.

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- B. A request for a building permit begins with a properly completed application by an authorized applicant, the submittal of all required fees, and any required site plans, surveys, specifications, engineering plans, architectural drawings, and copies of state and county required permits or documentation.
 - C. Electronic application submittal is preferred, but city staff reserves the right to request one (1) or more signed, sealed paper copy as well.
 - D. At any time during the application review process, the applicant may be notified to answer questions or to provide more information.
 - E. All building permit applications and related documents are public record.

(Ord. No. 1649, § 2(Exh. A), 10-1-2020)

Section 4-12. Approval of a building permit.

- A. Approved building permits are valid for six (6) months from the date of issuance or the date of the latest approved inspection. Any requests for revalidation or extensions will be considered and reviewed according to the requirements of FBC Section 105.
- B. The issuance of a building permit does not provide the authority to alter the scope of work or to violate or alter any approved plans without CBO approval. The applicant shall submit revision requests with applicable fees to the city for review.
- C. When a building permit has been issued based on incorrect or incomplete information, or when construction is in violation of the approved permit or any ordinance or regulation, the chief building official is authorized to suspend or revoke the permit, as provided within the City Code of Ordinances chapter 6.

(Ord. No. 1649, § 2(Exh. A), 10-1-2020)

Section 4-13. Completion of construction.

- A. Depending on the scope of work, inspections are required during or upon completion of construction, or both. The specific number and type of required inspections are provided upon issuance of the building permit.
- B. A building permit for construction is considered completed only after final inspection and sign off by the CBO or authorized designee.
- C. When deemed necessary, the CBO may require a statement under the seal of the professional engineer of record, licensed by the State of Florida, certifying that, based on that engineer's inspection, the site construction has been done in accordance with the approved site plan, building permit and all applicable city and state regulations. The CBO may also require statements of acceptance from other city departments or outside agencies having jurisdiction.

(Ord. No. 1649, § 2(Exh. A), 10-1-2020)

Section 4-14. Certificate of occupancy.

- A. New or redeveloped structures may be occupied only after issuance of a certificate of occupancy (CO) by the CBO.
- B. Requirements for receiving a CO shall include the following:
 - 1. Approval of all required inspections;

(Supp. No. 6)

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2. Final approval from Cocoa Beach Public Works, Fire, and Utilities departments;
 3. Payment of all impact and connection fees, including Cocoa Water, Cocoa Beach Water Reclamation, and Brevard County;
 4. Final survey indicating finish grade of the property;
 5. Sealed certificate from the engineer of record certifying the site was constructed to the approved site plan;
 6. FEMA elevation certificate;
 7. Special inspector sign off (threshold buildings);
 8. Termite protection certificate submitted for file and posted onsite near water heater or electric panel;
 9. Insulation certificate submitted for the file;
 10. Address, as assigned by Brevard County E911, displayed on the building;
 11. Other documentation as required by the CBO.
- C. At the discretion of the CBO, a temporary CO may be provided for the purposes of construction operations, testing, or stocking inventory, but only when there are no existing safety violations.
- D. It shall be unlawful for any public utility service to be provided to a structure prior to issuance of a CO or temporary CO.

(Ord. No. 1649, § 2(Exh. A), 10-1-2020)

Sections 4-15—4-19. Reserved.