

**TOWN OF MALABAR**  
**SUPPLEMENTAL INFORMATION FOR ACCESSORY STRUCTURE PERMITS**  
**ALL INFORMATION AND DOCUMENTS MUST BE PROVIDED**  
**FAILURE TO COMPLETE MAY CAUSE A DELAY ISSUING YOUR PERMIT.**

OWNER NAME: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_.

ZONING: \_\_\_\_\_ LOT AREA: \_\_\_\_\_ SQ. FT. PRINCIPAL STRUCTURE: \_\_\_\_\_ SQ. FT. NUMBER OF ACCESSORY  
STRUCTURES ON PROPERTY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

FINISHED FLOOR ELEVATION: \_\_\_\_\_ (N.V.G.D.)

SETBACKS: FRONT: \_\_\_\_\_, REAR: \_\_\_\_\_, L. SIDE: \_\_\_\_\_, R. SIDE: \_\_\_\_\_, CORNER(S): \_\_\_\_\_

- \_\_\_ Certificate of Occupancy issued for Single Family Residence?
- \_\_\_ Certificate of Completion issued for Principal structure other than SFR?
- \_\_\_ Dedication of additional Right-of-way if required.
- \_\_\_ All contractors and sub-contractors must submit copies of state, and local professional licenses, occupational licenses general liability insurance and worker's comp insurance or exemption.
- \_\_\_ Owner/Builder must provide a signed and notarized disclosure statement (FS Chap. 489).
- \_\_\_ Proof of property ownership is required, (deed, tax bill or receipt, closing statement, or a printout from the property appraiser's office).
- \_\_\_ Survey, signed and sealed by a Florida licensed land surveyor. All elevations must be N.G.V.D.. Show all rights-of-way and easements.
- \_\_\_ Applicants Responsibility form. Must be signed by property owner.
- \_\_\_ Notice of Commencement, [ ] filed, [ ] recorded.
- \_\_\_ Site Plan, (2 copies) showing location of all proposed and existing structures with full dimensions, show all trees indicating type and trunk caliper of 8 inches or larger at 4 feet above ground. Note those trees to remain or remove.
- \_\_\_ Approved Structural Plans (2 sets) for accessory structure drawn to scale signed/sealed by engineer or architect OR letter of approval signed/sealed by engineer. Design must comply with the Florida Building Code 2010 Ed
- \_\_\_ If "site built", submit (2 copies) of window and/or door manufacturers installation instructions and test report.
- \_\_\_ If pre-fab, submit (2 copies) of manufacturers specifications and test data.

**ASSOCIATED PERMITS:**

- \_\_\_ Land clearing & tree removal. \_\_\_\_\_ Pond and/or Fill, if other than building pad.

**INSPECTIONS: CALL 727-7764 X 14**

CONTRACTOR OR OWNER MUST CALL FOR ALL INSPECTIONS MARKED ON THE PERMIT. TWENTY FOUR (24) HOUR NOTICE IS REQUIRED FOR INSPECTIONS. TO REQUEST INSPECTIONS, BE PREPARED TO GIVE THE PERMIT NUMBER; JOB SITE ADDRESS; TYPE OF INSPECTION; CALLER'S NAME; INSPECTION DATE AND TIME.