



**BAREFOOT BAY RECREATION DISTRICT**  
**ARCHITECTURAL REVIEW & CONTROL COMMITTEE**

APPLICATION TO ERECT, PLACE OR ALTER HOME OR STRUCTURE  
IN BAREFOOT BAY MOBILE HOME SUBDIVISION

PROPERTY OWNER: Name \_\_\_\_\_ BBRD Acct #: \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ E-mail \_\_\_\_\_

Construction location in Barefoot Bay: Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_

The proposed construction will be completed as detailed in items 1 through 7 of this application and supporting documents. The requirements of *Guidelines for Use by the Architectural Review & Control Committee dated May 9, 2024*, and the *Deed of Restrictions of Barefoot Bay Recreation District, Amended and Restated as of October 25, 2022*, are known and are accepted as a part of this application. **Initial** (       )

1. Explain in detail what construction is proposed.

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2. What materials are to be used, and where?

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3. Who is to perform the work? (If owner, so state: if contractor or sub-contractor(s), List name(s) and type of work each will perform, and their license number)

Name	License#	Type of Work	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Locate proposed construction or addition on a copy of a Final Engineering Survey for the home and lot. Show shape, dimensions, location and identity of area(s) where construction will take place. Use same scale as that shown on Survey. If the proposed construction cannot be clearly shown on a Final Engineering Survey, include a scale drawing as previously described.

5. Work will commence \_\_\_\_\_.  
(date)

6. Work will be completed \_\_\_\_\_.  
(Approximate date)

7. Construction, erection, placement or alteration(s) proposed in this application is for:

- ☐ An existing mobile home/home site \_\_\_\_\_
- ☐ A new mobile home/home site \_\_\_\_\_
- ☐ A used mobile home placed on any lot within the subdivision \_\_\_\_\_

Additional comments \_\_\_\_\_

**BAREFOOT BAY RECREATION DISTRICT**  
**ARCHITECTURAL REVIEW & CONTROL COMMITTEE**

The undersigned property owner agrees to allow the members of the Architectural Review Control Committee, their agents and employees to enter upon the subject property, as needed, in order to conduct reasonable inspections to assure that the construction is in compliance with the *Guidelines for Use by the Architectural Review & Control Committee*, the Amended Deed of Restrictions, and the provisions of this application.

THE INSTRUCTIONS WHICH ARE MADE A PART OF THIS APPLICATION, ARE UNDERSTOOD BY THE UNDERSIGNED.

“The undersigned hereby agrees to supply the ARCC with any additional information and/or documentation which may be requested by the ARCC.”

THE UNDERSIGNED CONTRACTOR/BUILDER AGREES TO REMOVE ALL DEBRIS FROM THE SUBJECT CONSTRUCTION LOCATION AND TO LEAVE THE PREMISES IN A NEAT AND ORDERLY CONDITION WITHIN FIVE (5) DAYS OF COMPLETION OF THE CONSTRUCTION, ADDITION OR ALTERATION OR WITHIN FIVE (5) DAYS OF THE EXPIRATION OR TERMINATION OF THE ARCC APPROVAL, WHICHEVER OCCURS FIRST. IN THE EVENT THAT ARCC DETERMINES THAT THE SUBJECT CONSTRUCTION LOCATION HAS NOT BEEN LEFT IN SUCH A NEAT AND ORDERLY CONDITION, THEN WRITTEN NOTICE THEREOF WILL BE PROVIDED TO THE UNDERSIGNED CONTRACTOR/BUILDER ADVISING YOU TO PROPERLY CLEAN UP THE PREMISES WITHIN FIVE (5) DAYS OF RECEIPT OF THE NOTICE. IF YOU FAIL TO SO ACT WITHIN THIS PERIOD REQUIRING ACTION TO BE TAKEN AT LAW OR EQUITY EITHER FOR INJUNCTIVE RELIEF OR TO RECOVER DAMAGES, THE UNDERSIGNED AGREES TO PAY ALL COURT COSTS AND DISBURSEMENTS ALLOWED BY LAW, INCLUDING REASONABLE ATTORNEY’S FEES AT BOTH TRIAL AND APPELLATE LEVELS.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Contractor and/or Builder Responsible for  
drawing Brevard County Building Permit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For office use only**

**REQUEST FOR PERMIT:**

DATE \_\_\_\_\_, 20\_\_\_\_

- ☐ Approved  
☐ Disapproved

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

**REQUEST FOR EXTENSION:**

DATE \_\_\_\_\_, 20\_\_\_\_

- ☐ Approved  
☐ Disapproved

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

**REQUEST FOR CHANGE:**

DATE \_\_\_\_\_, 20\_\_\_\_

- ☐ Approved  
☐ Disapproved

\_\_\_\_\_  
(Member)

\_\_\_\_\_  
(Member)

Remarks \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**BAREFOOT BAY RECREATION DISTRICT**  
**ARCHITECTURAL REVIEW & CONTROL COMMITTEE**

**INSTRUCTIONS FOR PREPARING**  
**"APPLICATION TO ERECT, PLACE OR ALTER MOBILE HOME IN BAREFOOT BAY"**

**COMPLETING APPLICATION FORM:**

Applicant will prepare or have prepared an application form and furnish the following information thereon. When necessary, additional sheets may be used.

- a. Reason for addition or change.
- b. Floor plan delineating shape, size, height, identify of area(s) for the proposed construction.
- c. Location of proposed construction or change, imposed on a Final Survey copy of the mobile home and lot, giving placement and dimensions. Use the same scale as the Final Survey.
- d. Where the owner is contractor and is absent from Barefoot Bay, a responsible agent must be designated and empowered to act for applicant.
- e. Complete all items numbered 1 through 7.
- f. The applicant's name and signature of property owner on Pages 1 and 2 of this application must be that of the owner holding recorded title to property on which construction is to take place.

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**ALL APPLICANTS ARE RESPONSIBLE FOR:**

- a. Furnishing the Brevard County Building Department, a copy of the approved ARCC application to support application for Building Permits.
- b. Obtaining or having obtained all required Building Permits from Brevard County Building Department and posting same at time construction or set-up commences.
- c. Calling or having contractor call for required inspections by the Brevard County Building Department.
- d. Filing a supplemental application with the ARCC for approval of any deviation from the approved application.
- e. Assuring the construction is completed as specified in application drawings, specification or supplemental application approved by ARCC.
- f. Contacting the State One Call System (811) prior to digging.
- g. When fences are installed:
  1. The owner/applicant shall assume responsibility for any damage to existing utilities which may occur during the installation of the fence.
  2. The owner/applicant agrees that if, for any reason, a utility work crew finds it necessary to remove the fence to repair or maintain their installations, replacement of the fence will be made at the expense of the owner/applicant.
- h. Applicants are responsible for complying with all Federal, State and Local Laws and Ordinances. *Initials (\_\_\_\_)*

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**APPLICANTS FOR NEW OR USED MOBILE HOME INSTALLATION:**

The following ADDITIONAL DATA is required of applicants proposing to install a new or used mobile home on a lot in the Barefoot Bay Subdivision.

- a. Year, make and model of mobile home.
- b. Copy of Manufacturer's specifications and floor plan.
- c. Location of proposed installation imposed on a Preliminary Engineering Survey of the site.
- d. An enlarged scale drawing of the proposed construction MAY be submitted to more clearly define the position and dimension. This will not eliminate the need for a scale drawing on a preliminary engineering survey of the site.
- e. Approximate cost of the total construction.
- f. Copy of recorded title (warranty deed or similar recorded document) for the lot in applicant's name.
- g. Applications for installation of USED mobile home shall provide:
  1. A copy of Motor Vehicle Certificate of Title, State of Florida, in applicant's name. A double-wide requires (2) certificates.
  2. Close-up photographs, in color, of end and full side views (4 pictures) of the home at present site. (Minimum size of photos – 3" X 4")

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**This application will be acted on at a regularly scheduled ARCC Committee Meeting. The meetings are held bi-weekly on Tuesday morning. The reviewed application will be made available to the applicant at 625 Barefoot Blvd., on the Thursday following the meeting.**

**Phone# 772-664-3141**

**Fax# 772-664-7552**

**Email: [arccpermits@bbrd.org](mailto:arccpermits@bbrd.org)**

## COUNTY PERMIT INFORMATION

A county permit is required when any exterior works impact the footprint of the building, depending on the type of construction.

Including but not limited to the following:

- Garages
- Carports
- Room additions
- Screen enclosures, Florida rooms, etc.
- Utility buildings
- Fences & Privacy panels
- Re-roof on the carport and/or utility room (not the home itself)
- Driveways that extend into the ROW (Right of Way) – require a Right of Way Permit. They are handled by the Public Works Engineering Department and the office number is 321-637-5437.

If work is being completed by a contractor, the permit should be submitted via BASS on the county website. If work is being completed by the homeowner, then the homeowner MUST appear in person as a walk-in customer.

- Notice of Commencement (NOC) is required if the job value exceeds \$2,500.00.

\*NOTE: NOC must be recorded with the Clerk of Courts, and then approved by Planning & Development, prior to scheduling inspections.

For more information, call the Building Code Department at Brevard County Government Center at 321-633-2072 or [brevardfl.gov](http://brevardfl.gov).

Physical address: 2725 Judge Fran Jamison Way, Viera, FL 32940