



## BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321 -953-8924 •

Email: [permitinfo@palmbayfl.gov](mailto:permitinfo@palmbayfl.gov)

Website: <https://ims.palmbayfl.gov/ims>



# FLORIDA CONTRACTOR LICENSE REGISTRATION

## Information and Instructions

The City of Palm Bay Building Department permitting office has permitting jurisdiction for properties in The City of Palm Bay. State of Florida licensed Contractors who intend to pull permits in the City of Palm Bay must register with our office at <https://ims.palmbayfl.gov/ims>. Click on Register in the Contractors tile to begin. If you are to pull permits in another Brevard County municipality you must contact the municipality for their requirements.

### Supporting Documentation

You must attach the following supporting documentation to your online registration:

1. A copy of your Florida Contractor License or County Competency Card.
2. A copy of your certificate of general liability insurance (see below).
3. A copy of your certificate of worker's compensation insurance (see below).
4. A copy of your BTR/Occupational License.

### Certificates of Insurance

The minimum liability insurance amounts are:

- Bodily Injury **\$300,000**
- Property Damage\* **\$50,000**

*\*for any one accident, including damage to rights-of-way and/or shrubbery*

### Worker's Compensation Insurance

In addition, you will need to submit proof of worker's compensation insurance **or** a waiver stating exemption from Florida's Worker's Compensation Law.

### Each certificate must list as a certificate holder:

*The City of Palm Bay Building Department  
190 Malabar Road, Suite 105  
Palm Bay, Florida 32907*

**All Certificates must provide at least 30 days advance notice of cancellation**