



BUILDING DEPARTMENT

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

Phone: 321 -953-8924 •

Email: permitinfo@palmbayfl.gov

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



COMMERCIAL FIRE ALARM REQUIREMENTS

Required Documentation

- Property owner authorization (signed contract, notarized letter).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.

Drawings compliant with applicable FSS, FAC 61G15, FFPC, NFPA 72 & NFPA 70.

- Engineered drawings (if value greater than \$5,000).
- Shop drawings (if value less than \$5,000).
- A copy of the approved FAC 61G15 compliant Engineer's Design (Shop drawings may also be required).
- Manufacture's specifications for equipment to be installed.
- Sequence of System Operation.
- Copy of the recorded Notice of Commencement (if value is greater than \$5,000).

Required before functional/final inspection can be scheduled.

- Copy of UL license of Monitoring Company (if new system or monitoring is changing).
- NFPA 72 Required written statement (100% letter).

Required to given to occupant at functional/final inspection, stored in the document cabinet and retained with system.

- A completed record of completion form.



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- Other supplementary record of completion forms as applicable • For software-based systems, record copy of the site-specific software.
- Record of inspection and testing forms.

All documents are required to be electronically submitted through the IMS portal. The portal is an online application for the permit and all required information must be entered. When uploading documents, the “Requested Files” will only accept one (1) PDF, any additional files may be uploaded to the “Additional Uploads”. Plans must be digitally signed and sealed by a Florida Licensed Architect/Engineer. To apply for a permit, you must register on the IMS portal. To learn how to register, please follow this link: [IMS Instructional Videos | City of Palm Bay, FL \(palmbayfl.gov\)](#). For assistance on this and other IMS questions please contact our office.

Approvals of other City of Palm Bay Departments must be obtained prior to the issuance of the permit.

Note: Additional documents may be required upon request by the Fire Plans Examiner or Building Official