



## **BUILDING DEPARTMENT**

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# **Commercial and Residential Electrical Permit Submittal**

## **Including Low Voltage**

### **Required Documentation**

- Electrical drawings with sufficient clarity and details to indicate the nature and character of the work being performed. Electrical drawing should include type and size of conductors, type and size of conduit (if applicable) and location of devices and/or outlets.
- Property Owner Authorization (notarized letter).
- Proof of Ownership (copy of warranty deed or property appraiser property tax).
- Recorded Notice of Commencement (if value is greater than \$5,000).

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 Building Official.**