



## BUILDING DEPARTMENT

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# Commercial Mechanical Permit Submittal

## Required Documentation

- Mechanical drawing with sufficient clarity and details to indicate the nature and character of work being performed.
- The following is required when it is NOT an exact size change out:
  - AHRI Data Sheet (1 copy).
  - Equipment sizing analysis to Manual S and Manual J (1 copy).
  - Duct layout plans (1 copy) showing size of duct and location of equipment for new installation, if applicable.
- The following is required when it is an exact equipment change out:
  - AHRI meeting current minimum efficiency requirements
  - Smoke duct detector specs or letter verifying existing fire alarm with detectors.
  - Equipment tie down details. (Curb adaptor specs, Pre-manufactured slab. Etc.)
- Property owner authorization (signed contract, notarized letter).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Copy of the recorded Notice of Commencement (if value is greater than \$15,000).

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.**