



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 Remodel Permit Submittal

Required Documentation

- Set of digitally signed and sealed construction drawings by discipline complying with the Florida Building Code and the Florida Fire Prevention Code (current adopted editions) to include a “life safety plan” and all proposed work. Include location of all emergency lighting and/or exit signs. The plan should include all Architectural, Structural, Mechanical, Electrical, Fuel Gas, and Plumbing pages. The plan should also include fire protection systems even though these items also require a separate permit (see below).
- Pre-engineered truss layout with sealed uplift values identified manufacturer’s truss package or truss detail on plans. (If applicable; digitally signed)
- Product approvals or Product Approval Affirmation form (when more than a single Product approval)/manufacturer’s specification for any item covered under the current code cycle
- Approved site plan
- 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).

Plan Submittal

The items listed shall be shown on the plan set where applicable:

- Provide details for scoping and technical requirements for accessibility where required.
- All rated assemblies and penetrations shall be accompanied by full listings, either as part of the plan set or individual pages.

A separate permit application and submittal is required for the following:

- Fire alarm systems.
- Sprinkler/extinguishing system.
- Low voltage systems including data, phone, access control and BDA/DAS systems.
- Signs
- Fences
- Swimming pool (pool deck to be shown on plans as accessory to the main building)
- Dumpster enclosures
- Propane Tanks



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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.