



**BUILDING DEPARTMENT**

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



**CERTIFICATE OF OCCUPANCY REQUIREMENTS –  
RESIDENTIAL ONE AND TWO-FAMILY DWELLING UNITS**

**The Following items must be completed prior to issuance**

- Driveway approval: contact Public Works at 321-952-3403.
- Brevard County impact fee receipt: call 321-633-2068.
- Septic and well system approval: contact Environmental Health at 321- 633-2100.
- Water, Sewer and Trash Collection receipt. If the property has a well and septic system, must submit proof of trash collection. Contact Utilities Customer Service Division at 321-952-3420.
- Private Provider Certificate of Compliance Packet, if applicable.
- All Checklist items must have been submitted.
- Any outstanding balances must be paid.

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.**