



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>



Generator Permit Requirements

Required Documentation

- Owner-Builder Disclosure Affidavit if applicable.
- Survey showing any easements, location of septic tank and drain field, if the property is on septic, it is required to have approval from Environmental Health with indication on the survey (321-633-2100) they are located at 2725 Judge Fran Jamieson Way Viera, 32940.
- Generator manufacturers specification sheets for the generator, transfer switch, and load shedding modules if applicable.
- Manufacturer specification sheets such as gas tank (if applicable), gas components, or premanufactured pad.
- Proposed electrical riser diagram, signed by the person responsible for the design.
- Electrical load calculation per NEC 220 for the load to be served and list any items that are to be included in a load-shed program if applicable. The total load served must be within the generator's capacity per NEC 702.4. This document should also be signed by the person responsible for the design.
- A sign must be installed at the service-entrance equipment that indicates the location of on-site optional standby power sources per NEC 702.7. Generator must be located at least 10 feet from any doors, windows, or openings in the structure.
- 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.



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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.