



## **BUILDING DEPARTMENT**

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## **Mechanical Permit Requirements**

### **Required Documentation**

- 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.
- Electrical subcontractor listed and will need to submit subcontractor authorization form.
- Proof of ownership (copy of warranty deed), if applicable.
- Mini Split system – Boundary survey showing location of install. AHRI for existing unit.
- Electrical subcontractor listed and will need to submit subcontractor authorization form.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$7,500)

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.**