



## BUILDING DEPARTMENT

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



## Residential Retaining Wall Permit Submittal

### Required Documents

- Structural Plans digitally signed and sealed
- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042)
- Environmental Health Department (321-633-2100) approval stamp located on survey. This will be required to show distance from septic system. Located at: 2725 Judge Fran Jamieson Way Viera, 32940.
- Proof of Ownership (copy of warranty deed or property appraiser property tax)
- Copy of the Recorded Notice of Commencement (when value is greater than \$5,000)

**Please contact these other departments for their requirements for permit submission:**

City of Palm Bay Zoning (321)733-3042

City of Palm Bay Public Works (321)952-3403

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.**