



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>



Roof Permit Requirements

Required Documentation

- Owner/Builder affidavit form (if owner is applying as contractor).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Product approval or product approval affidavit for roof type and requirements for installation.
- Product approval or product approval affidavit for underlayment and requirements for Installation.
- Product approval for any skylights being replaced.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC (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.

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.