



Organizations exempt from a Business Tax Receipt that are moving locations or moving into the City of Palm Bay.

When an Organization moves into a location to conduct operations and/or services in the City of Palm Bay and is not required to have a Business Tax Receipt, that Organization **must** apply for a Change of Occupancy or Use permit through the Building Department. The application will be reviewed to ensure the location meets minimum Life Safety requirements per the Florida Building Code and the Florida Fire Prevention Code for the proposed use/occupancy, as well as reviewed for zoning compliance.

This application may be made through the IMS portal.

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

A Change of Occupancy or Use permit may be applied for by a tenant with a copy of the lease agreement when the applicant or tenant does not intend to perform any alterations to the leased space. Please be advised in this situation that even though the applicant does not intend to perform alterations, alterations may be required to satisfy minimum life safety requirements.

If there are any alterations desired or required for the leased space, a General Contractor must be retained per Florida Statutes to obtain the required permits. Any alterations to a leased space will be required to meet the minimum requirements for the proposed Use and Occupancy.

Please Provide the following information with this application:

- 1) Proof of Non-Profit status with the Florida Department of State Division of Corporations.
- 2) Certificate of exemption from the Florida Department of Revenue or 501(c)3 letter from the Internal Revenue Service.
- 3) Mission statement and description of charitable service.
- 4) A Life Safety plan for the space. This is a drawing of the space that a Florida Design Professional such as an Architect or Engineer, or a General Contractor may need to be retained.
- 5) A site plan showing the available parking for the building.

If there any questions as to the process above, please feel free to contact the City of Palm Bay Building Department at permitinfo@palmbayfl.gov.