



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321-953-8924 •

Email: permitinfo@palmbayflorida.org

Website: <https://ims.palmbayflorida.org/ims>



Certificate of Occupancy Request Policy Commercial

When requesting the CO, the project should be completed with all Final Inspections approved by all departments in the IMS system. All fees must be paid, and all checklist items have been submitted. If there are any outstanding items, then please refer to the TCO Policy for requesting a Temporary Certificate of Occupancy.

The contractor will want to reach out to these departments and schedule final inspections with them:

City of Palm Bay Land Development (321) 733-3042

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

City of Palm Bay Utilities (321) 952-3410

All documents are required to be submitted electronically through the IMS portal directly to the permit record. The portal is a web-based system for the permit and all required information must be entered. 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 \(palmbayflorida.org\)](#). For assistance on this and other IMS questions please contact our office.

Note: Additional documents may be required upon request by the Building Official.