



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>



FIRE SPRINKLER INSTALLATION REQUIREMENTS

Required Documentation

- Property owner authorization (signed contract, notarized letter).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.

Drawings compliant with applicable FSS, FAC 61G15-32.004, FFPC, and all applicable NFPA Codes based on the proposed system.

- Type of System to be installed (NFPA 13, 13R, 13D)
- Engineered drawings if more than 49 Sprinklers new systems or more than 249 sprinklers in existing systems (With no change in occupancy classification or increase in water demand or increase in occupancy hazard classification).
- Shop drawings (if engineered drawing not required and system meets criteria of FSS 553.7932 - Simplified permitting process).
- A copy of the approved FAC 61G15 Engineer's Design (Shop drawings may also be required)
- Manufacture's specification sheets. Please highlight specific equipment.
- Hydraulic Calculations and Design Area used.
- Copy of the recorded Notice of Commencement (if value is greater than \$5,000).

Required to given to occupant at functional/final inspection and retained with system.



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- The appropriate, completed contractor's material and test certificate (copy for fire inspector)
- System components instructions
- Care and maintenance instructions

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 \(palmbayflorida.org\)](#). 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 Fire Plans Examiner or Building Official