



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>



COMMERCIAL FIRE SUPPRESSION REQUIREMENTS (Automatic Suppression System)

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, FFPC, NFPA 96/ NFPA 17A.**
 - Drawings indicating all required information.
- The current manufacturer's design, installation, and maintenance manual or the owner's manual for the proposed system.
- 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.**
 - A copy of the manufacturer's design, installation, and maintenance manual or the owner's manual.
 - Record (as-built) drawings. ○ A complete and signed acceptance test report (copy for fire inspector).

**Note: Automatic Fire Suppression System and Ventilation Hood Installations
SHALL be submitted under separate permits for review and approval.**



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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