



BUILDING DEPARTMENT

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



UNDERGROUND PRIVATE FIRE SERVICE MAIN - WATER SUPPLY

Required Documentation

- Property owner authorization (signed contract, notarized letter).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Copy of the recorded Notice of Commencement (if value is greater than \$5,000).

Drawings compliant with applicable FSS, FAC 61G15, FFPC, NFPA 24 and all other applicable NFPA Codes for the proposed installation.

- Engineered drawings for systems supplying an Automatic Fire Sprinkler/Fire Pump/Standpipe System
- Shop drawing of installation. The Civil Plan is accepted provided full system detail is included for installation of Fire Main Underground meeting criteria under FAC 61G15-32.004. If Civil Plan is used for submittal review as part of a "block" submittal, list specific page/Sheet referencing installation detail in Permit Title. Highlight proposed FM Underground Installation on plan.
- Manufacture's specification sheets. Please highlight specific equipment.
- Required to given to occupant at functional/final inspection and retained with system.
 - The appropriate, completed contractor's material and test certificate (copy for fire inspector).
 - 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.

Note: Additional documents may be required upon request by the Fire Plans Examiner or Building Official