



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 Fence Permit Submittal

Fence Permits are required on commercial properties by ordinance.

Required Documentation

- Notarized authorization letter signed by the property owner or contract.
- One (1) copy of survey (including structure) showing location of the proposed fence (clearly marked), height, and type of materials to be used to complete the installation. Ensure to clearly mark location of gates to include type i.e.(swing, rolling) and number, if applicable. Gates will also require review from Fire.
- Completed and notarized Hold Harmless Agreement.
- Copy of the recorded Notice of Commencement (if value is greater than \$5,000).

Please contact these other departments for their requirements for permit submission:

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

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 Building Official.