



## BUILDING DEPARTMENT

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

Phone: 321-953-8924 •

Email: [permitinfo@palmbayflorida.org](mailto:permitinfo@palmbayflorida.org)

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



## Commercial Foundation Only Permit Submittal

### Policy

A Foundation Only permit may be applied for to allow an early start while the building review is being conducted. An application for the building must be submitted prior to or in conjunction with the submittal of the Foundation Only permit. Work permitted under this type of permit shall be limited to shallow and deep foundations, and any underground work associated with and including the slab. The permit holder will proceed at their own risk without assurances the building permit will be approved and issued.

### Required Documentation

- Foundation Plans
- Structural Plans
- Architectural Floor plans, Elevations, and Sections
- Geotechnical Report
- Statement of Special Inspections (if required by City of Palm Bay Chapter 1 Amendments)
- Electrical Riser and Bonding details
- Plumbing Underground Details
- Plans other than Foundation and Underground to be stamped with "For Reference Only."
- Site plan
- Property Owner Authorization (notarized letter)
- Copy of the Recorded Notice of Commencement (when 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

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

City of Palm Bay Utilities (321)952-3410

**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**



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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.**