



## BUILDING DEPARTMENT

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## Commercial Hood Permit Submittal

### Required Documentation

- Provide plan and elevation views showing ductwork, duct enclosure, hood, cooking surface, air supply, exhaust system/exhaust location and equipment support, including structural details.
- Provide noncombustible hood wall plans and details.
- Floor Plan showing location of Hood and Equipment in space.
- Property Owner Authorization (notarized letter).
- Proof of Ownership (copy of warranty deed or property appraiser property tax).
- Copy of Recorded Notice of Commencement (when value is greater than \$5,000).

**Note: Suppression systems will require a separate permit.**

**A performance test will be required by final.**

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.**