



## 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>



## Accessory Dwelling Unit Permit

### Required Documentation

- Foundation Plan digitally signed and sealed.
- Truss layout digitally signed and sealed.
- Truss package digitally signed and sealed.
- Complete set of plans including architectural, structural, electrical, plumbing, fuel gas, and mechanical plans digitally signed and sealed.
- Signed copy of plumbing riser diagram (isometric) by plumber/designer.
- Signed copy of electrical riser diagram by electrician/designer, electrical panel schedule with electric load summary.
- Windows and Glazing in Doors shall include U-factor and SHGC. This may be shown on the plans, or the Product Approval Affirmation and each type of glazed opening identified and referenced on the layout.
- Glazed openings shall be impact rated or an impact system shall be identified.
- Front doors with glazing shall be impact rated. Only certain types of shutters shall be allowed for this location that meet requirements of R311.2
- A completed Product Approval Affirmation. This affirmation is required to be signed.
- Copy of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE Cooling and Heating Load Calculation Manual, Second Edition, A/C layout and diffuser size, complete set of State of Florida Energy Code forms. The plans must show the Energy Code Compliance path utilized and shall be listed with the code cycles under which the dwelling is designed to.
- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042)
- Copy of letter from a licensed pest control company stating method of termite treatment being used (under slab spray, or frame borate treatment)



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- Copy of water and sewer availability request form (scattered lot only). Contact City of Palm Bay's Customer Service division at 321-952-3420.
- Subcontractor permit authorization forms (if yearly not on file)
- Owner/builder affidavit if owner is applying as contractor.
- Proof of ownership of property or warranty deed.
- Notice of Commencement (over \$5,000)
- Proof of ownership of the property (copy of deed).

**A separate permit may be required for Public Works and must be on file prior to permit being issued. Public Works (321) 952-3403**

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.**