



## 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>



## Addition/Remodel Permit Requirements

### Required Documentation

- Foundation Plan digitally signed and sealed. (Additions)
- Truss layout digitally signed and sealed. (Additions)
- Truss package digitally signed and sealed. (Additions)
- Complete set of plans including architectural, structural, electrical, plumbing, fuel gas, and mechanical plans digitally signed and sealed or scaled drawing for remodels showing work that matches scope of work.
- 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.
- Window, Door, and Glazed Opening impact protection device schedules including U-factor and SHGC.
- 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. (Additions)
- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042) (Additions)
- Environmental Health Department (321-633-2100) approval stamp located on survey. This will be required for additions and remodels adding a bedroom. Located at: 2725 Judge Fran Jamieson Way Viera, 32940.
- Copy of letter from a licensed pest control company stating method of termite treatment being used (under slab spray, or frame borate treatment) (Additions)
- 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)



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**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.**