



## 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>



## Carport Requirements

### Required Documentation

- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042)
- Environmental Health Department (321-633-2100) approval stamp located on survey. This will be required to show distance from septic system. Located at: 2725 Judge Fran Jamieson Way Viera, 32940.
- Floor plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work including the location of electrical receptacles, lights, and switches. Additional plan information is required as follows:
  - Structural drawings showing front, sides, and rear elevations.
  - Typical wall sections showing footing size, type of wall construction and roof trusses or rafter sizes (load path).
  - Structural plans signed and sealed by a Florida Registered Architect or Engineer.
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Recorded Notice of Commencement (if value is greater than \$5,000).

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.**



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