



## 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>



## Fence and Pool Barrier Fence Requirements

### Required Documentation

- When a fence constructed is the required pool barrier for a swimming pool, or gates are being converted to make a compliant pool barrier on an existing fence, select pool barrier in the permit application. For all other fences not serving a pool or for new sections not involving gates of pool barriers, do not select pool barrier.
- Pool Barriers are required to meet FBC 454.2.17.1 for height and gates and may be shown on a detail for hardware.
- One (1) copy of survey (including structure) showing location of the proposed fence (clearly marked), height, and type of materials to be used to complete the installation.
- Completed and notarized Hold Harmless Agreement.
- Proof of Ownership (copy of warranty deed or property appraiser property tax).
- 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.**



**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>

