



## 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>



## Manufactured and Mobile Home Permit Requirements

### Required Documentation

- Electrical riser diagram (only if a new electrical service is being installed).
- Digital copy of floor plan drawn to scale indicating location of doors and windows, number of bedrooms or Copy of manufacturer's brochure. Show location and size of front entrance landing including height, depth, and width of connecting steps. Also, show location of A/C compressor and projections from manufactured home.
- Copy of manufactured home installation manual or 15C worksheet.
- Proof of ownership of manufactured home by one of the following: copy of current Florida registration OR copy of Certificate of Title or a copy of completed form 500 OR copy of contract for sale/bill of sale.
- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042)
- Copy of Environmental Health Department (321-633-2100) septic and well permit or copy of water & sewer availability receipt.
- To obtain a building permit to set up a manufactured home, the contractor obtaining the building permit must provide a copy of a State of Florida Manufactured Home Dealer or Manufacturer's license or a Mobile Home/Manufactured Home Installer's license. Notarized approval letter from the mobile home rental park owner/manager, authorizing the set-up of the mobile home.
- Pre-owned unit must have an approval list signed by the installer or dealer.
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Recorded Notice of Commencement (if value is greater than \$5,000)

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



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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.**