



## 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>



## Model Home Permit Requirements

### Required Documentation

- In addition to the One and Two Family requirements ( [One and 2 Family Permit Requirements 2023](#)) the model home affidavit must be signed and uploaded. Please follow this link to the new Model Home Affidavit with the ordinance as shown <https://www.palmbayflorida.org/home/showpublisheddocument/25048/638108617081970000>
- For model homes on scattered lots, the ordinance requires an accessible bathroom per ANSI specifications as a “B” occupancy per the 2023 Florida Building Code Accessibility 8th edition in each model.
- If the model is part of a group of model homes in a planned development, then only a single bathroom is required to be accessible if it does not exceed a travel distance of 500’ per the Florida Plumbing Code from any other model in the group. Provide site plan to show this.
- All rooms of all models shall be required to viewed, and as such, must have the minimum 32” wide openings at doorways, with a minimum 32” for the path of travel. Conversion from a model to a one and two family dwelling will require a Change of Occupancy permit.
- The parking requirements are Land Development requirements.

### **A separate permit is 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.**



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