



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321-953-8924 •

Email: permitinfo@palmbayflorida.org

Website: <https://ims.palmbayflorida.org/ims>



Screen Room Permit Requirements

Required Documentation

- Owner/Builder affidavit form (if owner is applying as contractor).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- 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.
- Plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work
 - Structural drawings showing front, sides, and rear elevations.
 - Typical wall sections showing footing size, type of wall or roof construction (load path).
 - Structural plans signed and sealed by a Florida Registered Architect or Engineer, if applicable.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC (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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