



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>

Master Plan Building Permit Program



Initial Master Plan Submittal Policy

A new Master Plan may be submitted to this department to expedite the review process when utilizing the plan for multiple sites. This policy pertains to Single-family dwellings, Two-family dwellings, and Townhomes. Per department policy, a model must be submitted separately for left-hand and right hand-orientations. Per F.S. 553.794, the plan may include up to four (4) exterior elevations per model each containing the same living space footprint and three (3) alternate garage layouts, with each garage layout limited to a three-car garage. A master plan may only be utilized for the code cycle in which the plan was reviewed and approved to and will expire whenever a new code cycle takes effect or as specified by the EOR/AOR within the code cycle.

Construction Documents Required

- Foundation Plan
- Truss layout for each exterior elevation
- Truss package for each corresponding layout
- Complete set of plans including architectural, structural, electrical, plumbing, fuel gas, and mechanical plans
- Electrical plan must show load calculations with and without a well pump and the panel sized accordingly
- Window, Door, and Glazed Opening impact protection device schedules including U-factor and SHGC
- A completed Product Approval Affirmation. This Affirmation is required to be signed and sealed by the EOR or AOR per F.S. 553.794 (3) (e)
- Energy performance calculations for all orientations that consider the worst-case scenario for the climate zone
- The design professional of record must be a licensed engineer or architect in the State of Florida. *The design professional must provide in writing acknowledgment that the plan pages, documents, and drawings contained within the master building permit application will be used for future site-specific building permit applications.* The design professional must sign and seal the truss layout as reviewed and approved for each model and layout. The Product approval Affirmation is required to be signed and sealed by the EOR or AOR per F.S. 553.794 (3) (e)



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Site Specific Master Plan Building Permit Applications

Documents Required

- Application must include the master building permit number including the model, elevation, and garage style
- A copy of the floor plan
- Signed and Sealed survey which must indicate the FEMA flood zone, base flood elevation, and minimum finished floor elevation.
- Signed and Sealed drainage plan for review by Public Works
- An affidavit by the licensed designer of record affirming that the master building permit is a true and correct copy of the master building permit on file with the local building department. The affidavit must reference the master building permit number. The licensed design professional of record must affirm that the master building permit will conform to soil conditions on the specific site **This affidavit is located on our website under forms (Master Site Specific Affidavit)**
- Pest Control Letter
- Notice of Commencement (when value is greater than \$5,000)

Revisions

Structural revisions may not be submitted for a Master Plan. If structural changes occur, the permit must be reapplied for as stand-alone site-specific permit. Minor revisions to the floor plan, Mechanical, Electrical, and Plumbing may be approved and must be submitted to this department.

This program has been established pursuant to F.S. 553.794 and must meet any other requirements of this department. Please refer to the City of Palm Bay Schedule for all fees associated with this type of permit application at [Rates, Charges and Fees | City of Palm Bay, FL \(palmbayflorida.org\)](#). (Per F.S. 553.794 Penalties -In addition to any other penalty provided by law, a builder or design professional who willfully violates this section shall be fined \$10,000 for each dwelling or townhome that is built under the master building permit that does not conform to the master building permit on file with the local building department.)



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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.