



## BUILDING DEPARTMENT

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## Gas Permit Submittal

Separate Permits are required by licensed contractor for Gas plumbing and LP Tanks

### Required Documentation (Gas Plumbing)

- Gas riser diagram showing sizes of piping, Locations of regulators, valves, sediment traps, and line pressures.
- Combustion air calculations for indoor equipment and appliances.
- Property owner authorization (notarized letter-commercial)
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Copy of the recorded Notice of Commencement (if value is greater than \$2,500).

### Required Documentation (Gas Tanks)

- Specs for equipment, LP tanks, LP tank anchoring, LP tank cathodic protection, pipe sizing tables, and traffic rated tank covers.
- Boundary survey showing any easements, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed gas tank drawn to scale with setback requirements from property lines. The survey must further depict all existing structures.
- If the property has a septic tank, approval from Environmental Health (321- 633-2100), indicated on survey, is required.
- Property owner authorization (notarized letter).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- Copy of the 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.**