



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>



Commercial Accessory Structure Permit Submittal

Required Documentation (Sheds, Gazebos, Deck, Detached Structures, Carports)

- Structural Drawings if Engineer Design Utilized
- Product Approval or Product Approval Affidavit if Applicable
- Electric Plan (if part of scope)
- Site plan showing Location of Structure (show easements, location of septic/drainfield)
- Property Owner Authorization (notarized letter)
- Proof of Ownership (copy of warranty deed or property appraiser property tax)
- Recorded Notice of Commencement (if value is greater than \$5,000)

Required Documentation (Docks)

- Plans showing the height, width, and length of all proposed structures, to include pilings, boat lifts, platforms, pavilions, and seawalls. Also, detailed construction specifications and all other information deemed necessary by the Building Official to properly evaluate the plan for code compliance. The design, construction, alteration and repair of the pier, dock or boathouse shall conform to the provisions of Construction Codes and Regulations 170.141, 170.142, and 170.999 of the City Code of Ordinances.
- Boundary survey showing the straight-line water frontage of the lot subject to permit application, mean high or ordinary water lines, seawalls, bulkheads, property lines, and the width of waterway. The survey must further depict all existing structures. Also, if the property has a septic tank, it is required to have approval from Environmental Health (321-633-2100) indicated on the survey.
- Public Works right-of-way use permit, if applicable, 321-952-3403
- Federal and State permits may be required. Please contact the following agencies:
 - St. Johns River Water Management District (SJRWMD), 321-984-4940.
 - Army Corps of Engineers, 321-504-3771.
 - Florida Department of Environmental Protection (DEP), 407-897-2947.
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Please contact these other departments for their requirements for permit submission:

City of Palm Bay Land Development (321)733-3042

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.