



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 Change of Occupancy or Use Permit Submittal

Policy

This permit type is a stand-alone permit and will be completed once other permits associated with the change have been completed, if applicable. Any remodel taking place must have a separate "Remodel Permit". A permit is required regardless of whether remodeling/ construction is or is not intended to take place. Plans are required and will be reviewed for compliance with Chapter 10, Change of Occupancy requirements of the current Florida Existing Building Code. It is possible that upgrades will need to take place to conform to these Code requirements. Plans will be required for all permit applications. In general, the drawings will need to be of professional grade/ quality, meet the minimum submission requirements of the current FBC (as applicable) and will need to be reviewed for code requirements by a FL registered architect or engineer.

Required Documentation

- Authorization Letter from Property Owner(notarized)
- Life/Safety Plan
 - The plan must be a scaled drawing, typically 1/8th or 1/16th scale
 - Complete building floor plan with clear identification of new, remodeled, and existing portions
 - All permanent partitions taller than 6 feet
 - Each room and space labeled with plain text, keynotes, or legends
 - Occupant load for all spaces and total for each floor where applicable
 - Stair and shaft enclosures and ratings with identification of openings and ratings
 - Occupancy and area separations (show Occupancy for new business and show on plans adjacent businesses)
 - Horizontal exit arrangements, exit passageways, and smoke compartments.
 - Designated required exits and capacity
 - Information on interior wall and ceiling finishes
 - Small scale site plan
 - Identify active fire protection features
 - Type of automatic suppression systems.
 - Fire alarm panels, pull-stations, and warning & detection devices.
 - Emergency lighting and power features.
 - Fire Extinguisher type and location



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Required Documentation (continued)

- Existing Parking Lot layout
- Existing Accessible Route

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.

Please contact these other departments for their requirements for permit submission:

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

City of Palm Bay Public Works (321)952-3403

City of Palm Bay Utilities (321)952-3410

City of Palm Bay Economic Development (BTR) (321)952-3419

Note: Additional documents may be required upon request by the Building Official.