

This step-by-step guide to building or expanding your business in Palm Bay will provide you a checklist, contact phone numbers, and Internet sites for detailed information.



Your success is our business!



Departmental Contacts

Site Plan Submission, Land Clearing Permits
Land Development: 321-733-3042

Right-of-Way Permits, Driveway Permits
Public Works: 321-952-3438

Utility Hook-ups and Availability
Utilities: 321-952-3471

Engineering, Flood Plain Permits, Traffic
Land Development: 321-733-3042

Fire Inspections
Fire Prevention: 321-953-8930

Building Permits
Building: 321-953-8924

Zoning, Land Use
Land Development: 321-733-3042

City Information and Statistics, Economic Climate
Economic Development: 321-952-3426

Business Tax Receipts (Occupational Licenses)
Business Tax Receipts: 321-952-3414

Thinking of opening or expanding your business in Palm Bay?

A comprehensive, simple guide to all the steps!



DEVELOPMENT Team REVIEW

We're with you every step of the way.

1

It starts with your idea, concept... A BUSINESS PLAN



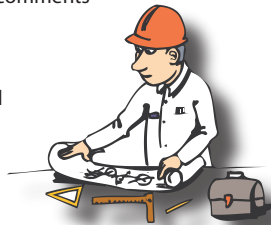
- Contact the City
- Land Development
- Schedule pre-application meeting

This is my idea. Here are the plans. This is where I want to build it. What do I need to do?

- All involved departments will be present Bring your architect, engineer, general contractor and partners.
- This is where you learn everything you might not be aware of.
- Here is where you make the decision on whether to move forward.

Ask questions!

- Site plans are submitted to Land Development
- Plans are distributed to Fire, Public Works, Planning/Traffic Engineering, Utilities
- Staff reviews site plans and makes comments
- Revisions may be required
- Your group (developer/engineer) responds to staff comments
- This process may require additional information
- Revisions/responses are all sent back to the site coordinator



This is a good time to submit building application and plans to the building department/commercial division.

During this time you should obtain Driveway Permit (the earlier the better).

2

SITE PLAN APPROVAL



You're off and running!

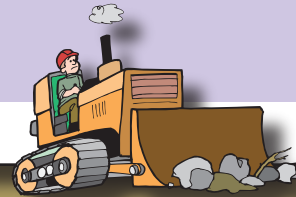
Upon site plan approval, a pre-site work meeting is required. Contact Engineering.

- At pre-site meeting a land clearing permit may be issued.
- Building plans, if not already submitted, now is the time; are reviewed by the Building Department.

You should be planning your signage

- Comments by Staff are sent back to appropriate contact (general contractor/architect/owner)
- Revisions/responses are sent back to building department coordinator "G"
- This process may require additional information

Upon approval - a pre-construction meeting may be required.



3

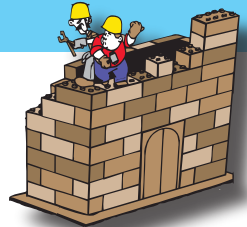
BUILDING PERMIT ISSUED



At this point your feet are not even touching the ground

4

CONSTRUCTION BEGINS



- At the pre-meetings you have been informed of ALL required inspections.
- If the construction project is within a subdivision a certificate of completion for the subdivision is required.
- When the project is near completion, the commercial building division will provide a complete certificate of occupancy checklist.
- When all inspections are complete, the general contractor is to request - in writing - the building department a certificate of occupancy.
- At this time, the business applies for a Business Tax Receipt at City Hall.
- Upon all department approvals (departments represented at required pre-application meeting) a certificate of occupancy is granted.



You should obtain a sign permit. (If this is a restaurant, state regulations apply and you should contact the state.)

The Business Tax Receipt is approved by the Fire Inspector.



Your feet are on the ground.