



BUILDING DIVISION
120 Malabar Road, S.E., Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

HOMELAND SECURITY PERMITTING GUIDELINES

Applications for Homeland Security commercial building permitting may be submitted to the Building Division for expeditious service as follows:

Documents required for permitting:

- Completed building permit application.
- Three (3) sets of signed and sealed construction drawings (see Plan Review Information – Commercial form).
- One set of the City of Palm Bay Site Plan approval (not required if an existing building).
- Authorization letter signed by the property owner.
- Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$2,500.00).
- Copy of current contractor license, occupational license, worker's compensation or certificate of exemption and certificate of general liability insurance.
- Owner/Builder affidavit (if owner is applying as contractor).

Permit technician intake (30 minutes - 2 hours):

- Level orange building permit files will be created and marked top priority for plans examination.
- Small appliance building permit applications may be instant issue permits.

Building or fire plans examination (1 day – small projects and 3 days –larger projects):

- Pre-construction meetings are encouraged to expedite permit issuance (see Pre-construction Meeting Application form).
- All Homeland Security building plans examination will take priority over all other current building or fire examination.
- New and existing building construction projects may be permitted without plan review comments addressed provided that there are no major life safety issues.
- A fire watch may be permitted during construction until all major life safety issues have been resolved.
- A certificate of occupancy may not be issued until all of the plan review and inspection discrepancies have been addressed.
- The City of Palm Bay Site Plan approval may be permitted within ten (10) working days. However, the St. Johns River Management approval may take thirty (30) days.

Commercial building or fire inspection (2 hours – 24 hours):

- All Homeland Security building or fire inspections will take priority over all other current building or fire daily inspections.

If you have any questions, please contact a Plans Examiner at (321) 953-8924.

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