



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

## COMMERCIAL TEMPORARY STRUCTURES OR EQUIPMENT GUIDELINE

- Complete a building permit application for temporary structures or equipment.
- Three (3) sets of site plan showing temporary structures or equipment.
- Copy of City Manager's Office approval letter for temporary structures or equipment.
- Copy of fire flame spread certification for temporary structures.
- Provide a letter of permission from the property owner for the temporary structures or equipment.
- Complete building permit authorization affidavit for temporary structures or equipment permits (if not property owner).
- All temporary structures or electrical equipment must be installed in accordance with the Florida Building Code.

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