



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

DOCUMENTS REQUIRED FOR COMMERCIAL CHANGE OF OCCUPANCY

- Complete building permit application for Change of Occupancy (additional building permit applications are required for construction work).
- Three (3) sets of existing building floor plans (plans may be required to be signed and sealed upon request by the Plans Examiner).
- Existing parking lot layout or one set of the City of Palm Bay Site Plan approval, if applicable.
- Authorization letter for Change of Occupancy signed and notarized by the property owner.
- Change of Occupancy fee - \$65.00 minimum commercial fee.
- Existing handicap accessibility (route and facilities), electrical equipment location (panel schedule or load summary), number of restrooms and utility types (sewer, septic and grease trap location).
- Copy of current contractor license, if applicable.
- Copy of worker's compensation or certificate of exemption.
- Copy of general liability insurance certificate.
- City of Palm Bay Land Development approval – call (321) 733-3042.
- City of Palm Bay Fire Department approval – call (321) 953-8928.
- City of Palm Bay Public Works approval – call (321) 952-3403.

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