

You must have an IMS user account in order to apply for a Bike Week or Biketoberfest event permit. Follow the steps below to create a user account.

1. Visit the IMS homepage at <https://daytonabeach.ims16.com/>.
2. Click "Register as a New User."
3. Enter details for the new user account, then click "Register."
4. Check the inbox of the email address entered during account creation.
5. Click "Validate" in the account confirmation email.

Here's how to apply for a Bike Week or Biketoberfest event permit.

Create a Website Account - Manage notification subscriptions, save form progress and more.

Website Sign In



GOVERNMENT

DEPARTMENTS

BUSINESS

COMMUNITY

HOW DO I...?



How Can We Help You?



Place your mouse over "How Do I" on the homepage of the City of Daytona Beach's website, then click "Bike Week/Biketoberfest".

The screenshot shows the homepage of the City of Daytona Beach website. At the top, there is a navigation bar with the text "Create a Website Account - Manage notification subscriptions, save form progress and more." on the left and "Website Sign In" on the right. The main header features the "world famous DAYTONA BEACH" logo and social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn. Below the header is a horizontal menu with categories: "GOVERNMENT", "DEPARTMENTS", "BUSINESS", "COMMUNITY", and "HOW DO I...?". The "HOW DO I...?" menu is open, displaying a grid of options: "APPLY FOR BIKE WEEK/BIKETOEBERFEST", "CONTACT CITY STAFF", "LEARN ABOUT PAY", "PREPARE FOR A STORM", "REPORT REQUEST", and "VIEW BOOK APPOINTMENT WITH STAFF". A search bar with the text "How Can We Help You?" is positioned in the center of the page. On the left side, there is a vertical sidebar with icons for "NEWS", "CALENDAR", "CONTACT", and "TO TOP". The background of the page is a large image of a beachfront building on stilts. At the bottom, there is a row of circular icons representing various services.

Enter your account login information and click “Log in.”

iMS

 Register

➔ Please Log In

Email	<input type="text" value="smar898@msn.com"/>
Password	<input type="password" value="....."/>  
Stay Logged In	<input type="checkbox"/> No thanks

➔ Log in

-  [Register as a New User](#)
-  [Forgot Password?](#)
-  [Continue as Guest](#)

 Select Language ▼

In the section labeled “Permits,” click “Apply for Permit.”

iMS

Goto Record #



Test User

Welcome to The City of Daytona Beach's Online Portal

Contractors and Business Professionals, please NOTE that all new users are required to register for this service. Once registered, you will be able to obtain permits, business tax receipts, submit Code Enforcement complaints, submit building plans, check the status of your project, schedule inspections and more . For assistance on how to register for a new account or questions or comments regarding project reviews, building permits, tax receipt applications, etc. please visit the [iMS Contact page for the city of Daytona Beach](#).
Business hours are hours are 8am - 4pm at 301 S Ridgewood Ave, Daytona Beach, FL 32114.

Contractors & Businesses

Link to County Contractor License

Registered users may link their account to a Volusia County Contractor License

Search Licenses

Complaints

Submit Code Complaint

Use the "Submit Complaint" button to submit all property violations including building, property maintenance and planning/zoning.

Search Cases

Activity Reports

Permits

Apply for Permit

Use the "Apply for Permit" button to apply for all building permits such as new buildings, mechanical, fences, demolition, etc.

Search Permits

Search for active and historical permits

Permit Reports

Planning Projects

Submit Development Application

i.e. rezonings, site plans, special uses, public and semi-public uses, minor/major subdivisions, parcel combinations, etc.

Search Projects & Resubmittals

Search active and historical planning projects. Also use this search to locate your project for any resubmittals

Business Forms & Rentals

Apply

Search BTR & Rentals

Property Addresses

Map

Search Locations

Look for Bike Week/Biketoberfest in the list of permit applications then click it.

- Solar
Includes Photovoltaic, water heater & pool heater
- Roofing
- Sign
- Pool/Spa
- Demolition
- Site Work
All construction projects that are not part of a building physical structure.
- Revision
- Fence
- Utilities
- Tree Removal
- Cell Tower/Antenna
- Bike Week/Biketoberfest**
Activities associated with festival, Bike Week, Biketoberfest, Special Event.
- Animal Permit

[Home](#)

Select Language ▼

Select the property type.

ims

Goto Record #



Test User

+ Record SubType

Bike Week/Biketoberfest

6%

Please select one

Private

Public

All Public Property and Street Closure Activity

Discard

Select Language

Enter your address. You can use the map to locate your property. Click next.



Goto Record #



Test User

Enter the address or parcel number

Bike Week/Biketoberfest | Private

10%

Enter the address for the permit

Use Map

Most accurate on a GPS-enabled device

Please enter address or 12 digit Tax Parcel ID

777 Main

777 MAIN ST | 530401120040 Address

777 Main St | 530401120040 Parcel

Please [CLICK HERE](#) to use the our map feature.

Discard

Next

Select Language

Please read the Required Documentation page carefully, then download the required documents for your submittal.



Goto Record #



Test User

⚠ Required Documentation

Bike Week/Biketoberfest | Private

15%

Required Submittals: The following documents and information will be required for a complete submittal.

- Certificate of Insurance,
- All Stages require a separate building permit,
- All Tents require a separate building permit,
- Authorized of Owner, [Download Here](#)
- Authorized of Owner (Alcohol), [Download Here](#)
- Event Layout: [Download Example Here](#) Including the following:
 - All streets abutting the lot(s) where the special event will occur;
 - Parking area with vehicular ingress and egress points;
 - Location of any temporary restroom facilities and handwashing stations;
 - Type, number, and location of ALL vendors participating in the event;
 - Location of all tents, including measurements;
 - Location of all stages, including measurements;
 - Location of any amplified sound and direction of speakers;
 - A legend on the layout with identifiers for all the information in this section
- Parking Layout: [Download Example Here](#) Including the following:
 - All streets abutting the lot(s) where the temporary parking will occur;
 - Vehicular ingress and egress points,
 - Location of any temporary restroom facilities and handwashing stations;
 - A legend on the layout with identifiers for all of the information in this section

Discard

Accept

Select Language

You will upload the completed forms later in the application process.

Enter the business name and a brief description of event activity. Clicking the button labeled "Next."



Goto Record #



Test User -

Permit Description

Bike Week/Biketoberfest | Private

20%

Please enter a description and detailed scope of work for your application

Business Name *

Test Business

Brief Description of Event Activity *

Test description of my food and retail business.

Discard

Undo

Next

Select Language

Continue entering other required application information.
Use the interactive map to locate parcel numbers.



Goto Record #



Test User

Application Information

Bike Week/Biketoberfest | Private

35%

For assistance finding your parcel numbers, [Click Here](#) to use our interactive map and locate your parcel number(s)

Application Information

Ownership Type

Parking *

Is your business providing parking?

Vending *

Will vendors be on listed property/s?

Paid Parking *

Parking Type

Total Vending Sq Ft *

Food to be Sold *

Food Type

Food Vendors *

of Retail Vendors *

Entertainment *

Property Information

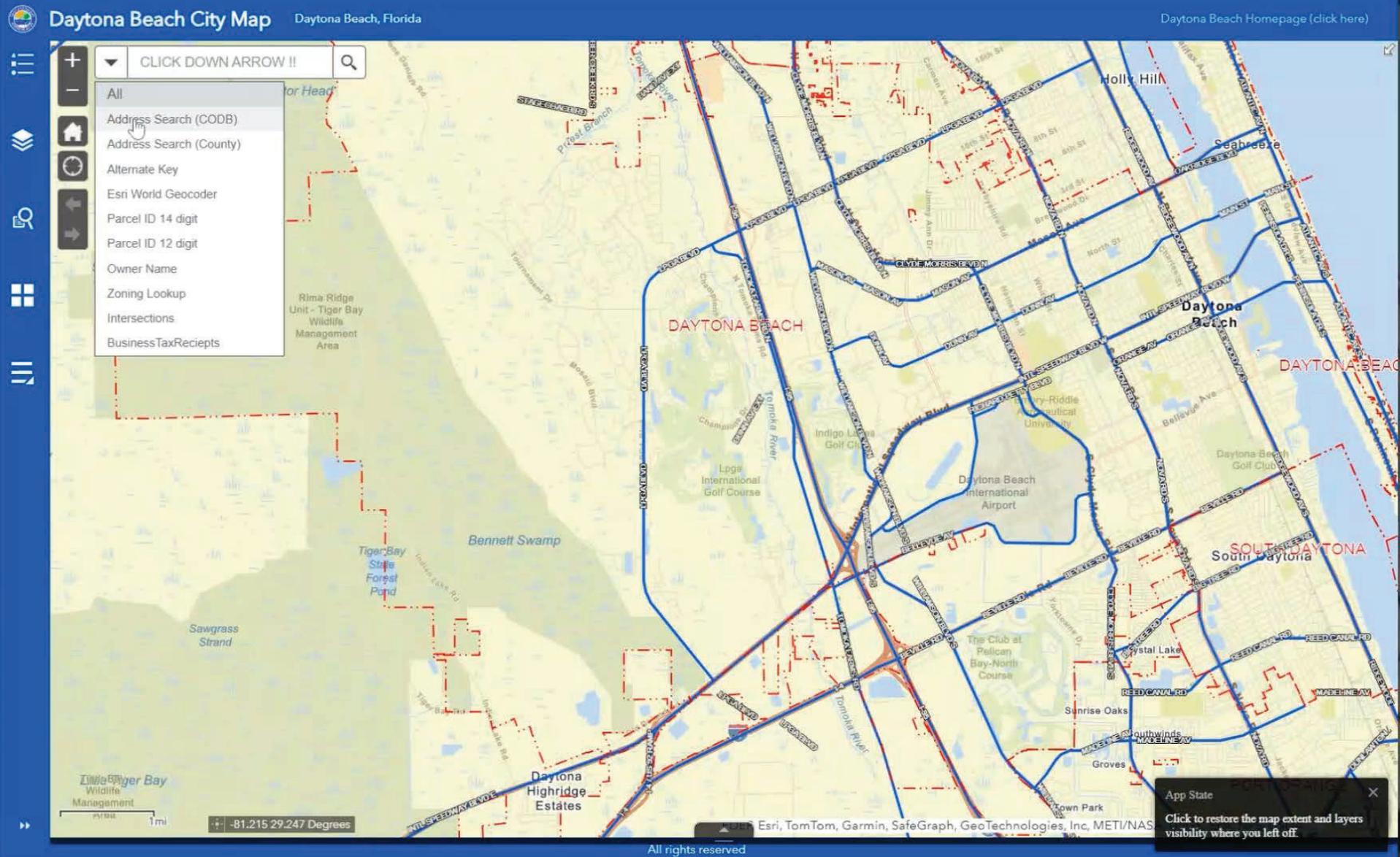
Is the Applicant the Owner? No

If NO, owner authorization document required

of Parcels *

Parcel Number 1 *

First, choose “Address Search (CODB)” from the address search bar options.



Enter the address of your planned event. The map will update to pinpoint the property.

Select "Parcel ID 12 digit" in the Search bar options.

The screenshot displays the Daytona Beach City Map interface. At the top, the title bar reads "Daytona Beach City Map" and "Daytona Beach, Florida". A search bar at the top left contains the text "777 MAIN ST DAYTONA BI X". A dropdown menu is open below the search bar, listing various search options. The option "Parcel ID 12 digit" is highlighted with a mouse cursor. A data popup window is open over the map, displaying the following information:

Address Search (CODB): 777 MAIN ST DAYTONA BEACH FL 32118	
Site Address ID	22726
Address Point ID	530401120040
Address Number Prefix	
Address Number Suffix	
Full Address Number	777
Address Range	
Address Unit Type	
Address Unit Number	
Alternate Address Unit Type	
Zoom to	...

At the bottom right, there is a small "App State" popup with the text: "Click to restore the map extent and layers visibility where you left off." The map shows a street grid with parcel boundaries and addresses. The search bar at the bottom left shows coordinates: "100ft 517 -81.01129 22.27 Degrees".

Copy the parcel ID number shown in the information pop-up window.

The screenshot displays the Daytona Beach City Map interface. At the top, the title bar reads "Daytona Beach City Map" and "Daytona Beach, Florida". A search bar at the top left contains the text "777 MAIN ST DAYTONA BEACH". A map of residential parcels is shown, with one parcel highlighted in blue. A pop-up window titled "Parcel:" is open over this parcel, displaying the following information:

- Click Here for: [Property record card](#)
- Click Here for: [Google Map](#)
- Millage Code: 204
- Alternate Key: 3379276
- Low Parcel ID: 530401120040
- Parcel ID: **04153301120040**
- PA Use Code: 8900
- Site Address: 777 MAIN ST DAYTONA BEACH FL 32118
- Owner Name: CITY OF DAYTONA BEACH
- Address: PO BOX 2451
- City: DAYTONA BEACH FL
- Zip: 32115
- Acres: 0.78

At the bottom of the pop-up window, there is a "Zoom to" button and a close button (X). In the bottom right corner of the map interface, there is a small "App State" notification box with the text: "Click to restore the map extent and layers visibility where you left off." The bottom of the map shows a scale bar for 100 feet and coordinates: 517, -81.01029, 22.6 Degrees. The footer of the map interface reads "Community Maps Contributors, FDEP, © OpenStreetMap, Microsoft, Esri" and "All rights reserved".

Return to your open application and paste in the parcel ID number.

35%

For assistance finding your parcel numbers, [Click Here](#) to use our interactive map and locate your parcel number(s)

Application Information	Property Information
Ownership Type: Individual	Is the Applicant the Owner? <input type="radio"/> No If NO, owner authorization document required
Parking*: YES <small>Is your business providing parking?</small>	# of Parcels*: 1
Vending*: YES <small>Will vendors be on listed property/s?</small>	Parcel Number 1*: 04153301120040
Paid Parking*: No	
Parking Type: Same Day Parking	
Total Vending Sq Ft*: 1,000	
Food to be Sold*: Yes	
Food Type: Cooked on Site Cooked on site under tent Food Truck Pre Packaged Food	
# Food Vendors*: 3	
# of Retail Vendors*: 2	
Entertainment*: Yes	
# of Stages*: 0 <small>All stages require a separate building permit</small>	
Entertainment Type*: Recorded Music - Outside Speakers	
Tents*: 2 <small>All tents require a separate building permit</small>	

Click next and continue entering required information.

Parking Type *	Same Day Parking	▼
Total Vending Sq Ft *	1,000	
Food to be Sold *	Yes	▼
Food Type	Cooked on Site Cooked on site under tent Food Truck Pre Packaged Food	▼
# Food Vendors *	3	
# of Retail Vendors *	2	
Entertainment *	Yes	▼
# of Stages *	0	▼
	All stages require a separate building permit	
Entertainment Type *	Recorded Music - Outside Speakers	▼
Tents *	2	▼
	All tents require a separate building permit	
Tent 1 Sq Ft *	250	
Tent 2 Sq Ft *	500	
Alcohol Sold at Event	Yes	▼
Sold By *	Sold by Caterer	▼

[Discard](#) [Undo](#) [Next](#)

Proceed with uploading the required forms for your application submittal.

The screenshot displays the iMS application interface. At the top, there is a navigation bar with the iMS logo, a search field for "Goto Record #", and several utility icons. Below the navigation bar, the page title is "Contacts" for the record "Bike Week/Biketoberfest | Private". A progress bar indicates 50% completion. A dark grey banner prompts the user to "Please complete any available contacts." Below this, there are two contact forms. The left form is for a "Caterer" and the right form is for an "Owner". Both forms have a "Me" icon and a trash icon. The Caterer form includes fields for Full Name (Test Caterer), License Number (NA34567328), Street Address (Feel Good Boulevard), Unit, Addr2, City (Palm Coast), State (FL), Zip, Mobile Number ((213) | _-____), Email Address, and Alternate Phone Number. The Owner form includes fields for Full Name (CITY OF DAYTONA BEACH), Street Address (PO BOX 2451), Unit, Address2 (PO BOX 2451), City (DAYTONA BEACH), State (FL), Zip (32115), and Alternate Phone Number. Below the forms, there is an "Applicant" section with the name "(Test User)". At the bottom of the form area, there are three buttons: "Discard", "Undo", and "Next". The footer of the application includes a "Select Language" dropdown, a "Home" link, the "City of Daytona Beach" logo, and the copyright notice "© 2024 - Intuitive Municipal Solutions, LLC".

Caterer Me

Full Name * Test Caterer

License Number * NA34567328

Street Address * Feel Good Boulevard

Unit

Addr2

City * Palm Coast

State FL

Zip

Mobile Number * (213) | _-____

Email Address *

Alternate Phone Number

Owner Me

Full Name CITY OF DAYTONA BEACH

Street Address PO BOX 2451

Unit

Address2 PO BOX 2451

City DAYTONA BEACH

State FL

Zip 32115

Alternate Phone Number

Applicant (Test User)

Discard Undo Next

Select Language

Home City of Daytona Beach © 2024 - Intuitive Municipal Solutions, LLC

If you are not prepared to upload the required forms, then close your browser. You can return to the application later.

When returning to an application you started previously.
sign in to your account, then click "Log In."

iMS

 Register

 Please Log In

Email	<input type="text" value="smar898@msn.com"/>
Password	<input type="password" value="....."/>  
Stay Logged In	<input type="checkbox"/> No thanks

 Log in

 [Register as a New User](#)

 [Forgot Password?](#)

 [Continue as Guest](#)

 Select Language 

 Home  City of Daytona Beach

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Click the History symbol, then select your application.

The screenshot shows the iMS website interface for the City of Daytona. At the top, there is a navigation bar with the iMS logo, a search field for 'Goto Record #', and several utility icons including a hand cursor, a notification bell, a palette, a shopping cart, and a user profile labeled 'Test User'. Below the navigation bar, a dark header displays 'Welcome to The City of Daytona' and 'Pending (777 MAIN ST)' with a 'Clear History' link. A central notice informs users that new users must register to use the service and provides contact information for assistance. The main content area is organized into six grid panels:

- Contractors & Businesses:** Includes a link to the County Contractor License, a search for licenses, and instructions for registered users.
- Complaints:** Features a 'Submit Code Complaint' button, a search for cases, and a link to activity reports.
- Permits:** Offers an 'Apply for Permit' button, a search for permits, and a link to permit reports.
- Planning Projects:** Contains a 'Submit Development Application' button and a search for projects and resubmittals.
- Business Forms & Rentals:** Includes an 'Apply' button and a search for BTR & Rentals.
- Property Addresses:** Provides a 'Map' button and a search for locations.

Proceed with uploading the required forms for your application submittal.

The screenshot displays the iMS application submittal interface. At the top, there is a navigation bar with the iMS logo, a 'Goto Record #' search field, and several utility icons (refresh, messages, settings, notifications, shopping cart) along with the user name 'Test User'. Below the navigation bar, the main content area is titled 'File Requests' and shows a progress bar for 'Bike Week/Biketoberfest | Private' at 5%. A dark header bar indicates the current status is 'Pending - File Requests'. Below this, a list of required documents is shown, each with an upload icon and a red asterisk indicating it is required. The documents are: Catering License, Certificate of Liability, Copy of Active Business Tax Receipt(if applicable), Event Layout, Florida Liquor License, and Parking Layout. A 'Discard' button is located below the list. At the bottom right, there is a 'Select Language' dropdown menu. The footer contains navigation links for 'Home' and 'City of Daytona Beach', and a copyright notice: '© 2024 - Intuitive Municipal Solutions, LLC'.

File Requests
Bike Week/Biketoberfest | Private
5%

Upload Pending - File Requests

- Catering License * Required
- Certificate of Liability * Required
- Copy of Active Business Tax Receipt(if applicable)
- Event Layout * Required
- Florida Liquor License * Required
- Parking Layout * Required

[Discard](#)

Select Language ▼

Home City of Daytona Beach © 2024 - Intuitive Municipal Solutions, LLC

WARNING!

It is NOT POSSIBLE
to retrieve a discarded
application!

Read the following information carefully,
then click “I Accept.”

ims

Goto Record #



Test User

Acknowledgement

 Bike Week/Biketoberfest | Private

15%

If the applicant would like to upload any additional documents not listed on the previous File Request screen, please upload the additional documentation on the following summary screen prior to submittal.

I hereby certify that the information contained herein is true and correct, and that I am either the property owner of the subject property, or I am authorized to act on behalf of the property owner(s) in all regards on this matter, pursuant to proof and authorization submitted with the corresponding development application attached hereto.

I understand that submission of this application initiates a review process and does not imply approval by The City of Daytona Beach.

 Discard

 I Accept

 Select Language

 Home  City of Daytona Beach

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Review your Application Summary. If necessary, update any incorrect information.

The screenshot shows the IMS Application Summary page for 'Bike Week/Biketoberfest'. The page is divided into several sections:

- Location & Permit Description:** Location: 777 MAIN ST, DAYTONA BEACH, FL 32118, 530401120040. Business Name: Test Business. Brief Description of Event Activity: Test description of my food and retail business.
- \$ Charges:** Total Charges: \$420.00. Balance Due: \$420.00. A green 'Add To Cart' button is highlighted.
- Contacts:** Applicant: Test User. Caterer: Test Caterer. Owner: CITY OF DAYTONA BEACH.
- Requested Files:** Catering License, Certificate of Liability, Copy of Active Business Tax Receipt(if applicable), Event Layout, Florida Liquor License, Parking Layout. All are marked with checkmarks.
- Files:** A section for uploading files.
- Application Information:** # Food Vendors: 3. # of Parcels: 1. # of Retail Vendors: 2. # of Stages: 0. Alcohol Sold at Event: Yes. Entertainment: Yes. Entertainment Type: Recorded Music - Outsi... Food to be Sold: Yes.
- Acknowledgements:** Required Documentation: 03/29/2024. Acknowledgement: 03/29/2024.

Then choose “Add to Cart.”

Proceed with entering your payment information.



One Time Payment

Payment Information



Enter Payment Information

All fields are required unless labeled as optional.

First Name

Middle Name

Optional

Last Name

Daytime Phone Number

ZIP Code

Email 

Re-Enter email

Payment Components

Payment Type	Cart ID	Date Due	Payment Amount
Building Inspection	29124		420.00

Payment Method



eCheck / Bank Account



Debit Card



Credit Card

Once the payment stage is completed, you will be returned to the application summary page.

Your application is now submitted!

ims

Goto Record #



Test User

Welcome to The City of Daytona Beach's Online Portal

Contractors and Business Professionals, please NOTE that all new users are required to register for this service. Once registered, you will be able to obtain permits, business tax receipts, submit Code Enforcement complaints, submit building plans, check the status of your project, schedule inspections and more . For assistance on how to register for a new account or questions or comments regarding project reviews, building permits, tax receipt applications, etc. please visit the [ims Contact page for the city of Daytona Beach](#).
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Contractors & Businesses

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Complaints 0

Submit Code Complaint

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Apply for Permit

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i.e. rezonings, site plans, special uses, public and semi-public uses, minor/major subdivisions, parcel combinations, etc.

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Apply

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