



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321 -953-8924 •

Email: permitinfo@palmbayfl.gov

Website: <https://ims.palmbayfl.gov/ims>



Above Ground Pool Requirements

Required Documentation

- Owner/Builder affidavit form (if owner is applying as contractor).
Boundary survey showing any easements, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed above ground pool and size, setback requirements from property lines and existing structures, and location of existing receptacle outlet. Also, if the property has a septic tank, it is required to have approval from Environmental Health with indication on the survey, they are located at 2725 Judge Fran Jamieson Way Viera, 32940 and may be called at 321-633-2100.
- If a deck is to be installed at or around the pool, the pool will also be required to meet safety requirements. Show details on how the pool barrier requirements are being met in accordance with the Florida Building Code (Screen enclosure & openings; alarms: make, model & listing; fence height, openings, location of gates and distance from pool; safety cover-make, model & listing. Residential pool applicants must complete a residential swimming pool, spa and hot tub safety act affidavit.
- Manufacturer's specifications for the proposed above ground pool, pool pump, and pool ladder. There shall be a general circuit receptacle located within 6 to 20 feet from the pool, which may be located on the house. Show on the survey the outlet and the distance from the pool. If one is not available in this area, one shall be installed per 2020 NEC 680.22 and an electrical layout plan submitted. Electrical subcontractor shall be noted on the permit application.
- Proof of Ownership (copy of warranty deed or property appraiser property tax).
- Recorded Notice of Commencement (if value is greater than \$5,000).

All documents are required to be electronically submitted through the IMS portal. The portal is an online application for the permit and all required information must be entered. When



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uploading documents, the “Requested Files” will only accept one (1) PDF, any additional files may be uploaded to the “Additional Uploads”. Plans must be digitally signed and sealed by a

Florida Licensed Architect/Engineer. To apply for a permit, you must register on the IMS portal. To learn how to register, please follow this link: [iMS Instructional Videos | City of Palm Bay, FL \(palmbayfl.gov\)](#). For assistance on this and other IMS questions please contact our office.

Approvals of other City of Palm Bay Departments must be obtained prior to the issuance of the permit.

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