



BUILDING DEPARTMENT

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

Phone: 321 -953-8924 •

Email: permitinfo@palmabayfl.gov

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



Master Swimming Pool Submittal

Required Documentation

- Signed & Sealed engineered documents
- Provide a layout and sizing of gas lines for gas heated pool or spa.
- Provide a layout of Plumbing size and function
- The design professional of record must be a licensed engineer in the State of Florida. The design professional must provide in writing acknowledgment that the plan pages, documents, and drawings contained within the master permit application will be used for future site-specific building permit applications.

Site Specific Application Utilizing a Master Pool Design

- Refer to the Residential Swimming Pool Requirements
- Acknowledgement from the Engineer that the Master Pool design along with Master Pool number is being used for the project with the project location listed.

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 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 \(palmabayfl.gov\)](#). For assistance on this and other IMS questions please contact our office.

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