



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>



Residential Swimming Pool Submittal

Required Documentation

- Signed & Sealed engineered pool documents showing Location of all openings (doors/windows) that open onto the pool deck area. Include the distance of any glazing adjacent to pool edge and distance from walking surface to bottom edge of such glazing. (As per Florida Building Code, any glass within 60" of the waters edge and within 60" of the walking surface on the pool side of the glazing shall be tempered). All accessories to the pool such as ladders, slides, diving boards, etc. that are proposed. Location of existing electrical outlets, fixtures and new devices. Location and type of all proposed pool equipment, electric and gas service. If the property has a septic tank, it is required to have approval from Environmental Health with indication on the survey
- Provide a layout and sizing of gas lines for gas heated pool or spa.
- Diameter and Depths of proposed pool relative to adjacent foundations of other structures and any Retaining walls and/or finished grades and slopes. If pool falls in the angle of repose of any existing foundation, additional engineering shall be provided indicating how the foundation shall be maintained.
- Provide a layout of the Plumbing with sizes and function
- 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.
- Copy of certified boundary survey showing proposed property improvements must be an original signed and sealed document. (Zoning Department – 321-733-3042)
- Environmental Health Department (321-633-2100) approval stamp located on survey. This will be required to show distance form septic system. Located at: 2725 Judge Fran Jamieson Way Viera, 32940.
- Proof of Ownership (copy of warranty deed or property appraiser property tax).
- Recorded Notice of Commencement (if value is greater than \$5,000).



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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 \(palmbayfl.gov\)](#). 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.