



BUILDING DEPARTMENT

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

Phone: 321-953-8924 • Email: permitinfo@palmbayflorida.org

SWIMMING POOL REQUIREMENTS (RES)

- Site-Plan showing location of pool on property and distance from all property lines. If the property has a septic tank, it is required to have approval from Environmental Health with indication on the survey (321-633-2100) - 2725 Judge Fran Jamieson Way Viera, 32940.
- 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.
- 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.
- Provide a layout and sizing of gas lines for gas heated pool or spa.
- 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 affirmation and submit it prior to permit issuance.
- Copies of mastered pool engineering or submit 1 original signed & sealed engineered pool documents.
- Copy of the recorded Notice of Commencement (if value is greater than \$2,500).

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

Miscellaneous Structure Review

Ordinance Changes Reduces Single-Family Fence and Accessory Structure Permitting Requirements in City of Palm Bay

On August 20, 2020, Palm Bay City Council adopted Ordinance 2020-49 (Case T-15-2020), which eliminated the permitting requirements for fences accessory to single-family residential dwellings. **Ordinance 2020-49 grants a building permit exception to applicants seeking approval to install a wooden, plastic/vinyl, aluminum, chain link (or otherwise non-masonry) fence, whereby the fence is accessory to a single-family residence.** This change is effective September 19, 2020.

On December 17, 2020, Palm Bay City Council adopted Ordinance 2020-58 (Case T-20-2020) to eliminate permitting requirements for accessory structures 120 square feet or less associated with single-family residential dwellings. **Ordinance 2020-58 grants a building permit exception to applicants seeking approval to install a pre-manufactured shed, gazebo, or other structures 120 square feet or less, whereby the structure is accessory to a single-family residence.** The change is effective January 7, 2021.

While eligible fences and pre-fabricated accessory structures 120 square feet or less (sheds, gazebos, etc.) will not require a building permit, a zoning review must be completed by the Land Development Division prior to installation. There will be no fees associated with this review, and no inspections will occur upon completion of the installations.

[Documents required for Miscellaneous Structures \[PDF\]](#)

Fence Requirements for Zoning Review

Applicants shall submit the following items to the [iMS portal online](#).

- Proof of ownership (copy of Warranty Deed)
- Completed [Hold Harmless Agreement](#)
- A survey or scaled drawing of the property, showing the proposed fence location, fence height, gate locations, and all existing structures
- If the property has a septic tank, the survey or scaled drawing must have an approval stamp from Environmental Health Services of the Florida Department of Health. They may be contacted at (321) 633-2100 – Located at 2725 Judge Fran Jamieson Way Viera, FL 32940

The following requests require a Building Permit from the City's Building Department:

- The proposed fence encloses an existing or proposed swimming pool
- The request is for a wall constructed with brick, concrete, or other masonry materials with foundations or footings
- The fence is not accessory to a single-family residence

✦ **Shed and Gazebo Requirements for Zoning Review**

Applicants shall submit the following items to the IMS online portal.

- Proof of ownership (copy of Warranty Deed or Brevard County Tax Bill)
- A survey or scaled drawing of the property, showing the proposed shed location, height, and meeting required setbacks of the property.
- ✦ If the property has a septic tank, the survey or scaled drawing must have an approval stamp from Environmental Health Services of the Florida Department of Health. They may be contacted at (321) 633-2100 – Located at 2725 Judge Fran Jamieson Way Viera, FL 32940
- Must be a pre-manufactured structure, one copy of the approved plans stamped by the Florida Department of Community Affairs (DCA) is required
- Provide one copy of the tie down or anchoring methods for the proposed structure.

If the structure meets any of the items below. A Building Permit will be required:

- **Over 120 Square Feet**
- **Have any utilities, plumbing, electric, mechanical, etc.**
- **Used for Human Habitation**
- **Placed on a concrete slab**
- **Built on-site**

Contact for Assistance:

Land Development Division

Phone: (321) 733-3042

Email: landdevelopmentweb@pbfl.org