



city of PALM COAST

Community Development Department
Building Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3780

Master File – Swimming Pools

Overall Summarization

A swimming pool contractor may submit plans for multiple swimming pool configurations, construction details including various footing and foundation options for structural drawings. Once approved, a copy of the City approved master file approved plans may be submitted plans may be submitted in lieu of original signed and sealed drawings with the permit. The master pool plans may be stamped by the professional engineer of record with an expiration date. If no date is provided, the master pool plans will be valid through the code edition in effect at the time they are approved by the City.

The plans must include a designation of WHO they are designed for. Only the designated name on the master plans will be permitted to use for permit submittal (if you have multiple businesses, you must include all business names).

The applicant may NOT submit online, plans will need to be submitted manually, in person at City Hall. Master pool plans (each plan sheet) must include either an original raised (embossed) or ink seal with engineer's original signature and date through the seal.

Process:

- Applicant to submit one set of signed and sealed plans
- Plan review begins (review time is up to five business days)
- If plan review determines corrections to plans are required, the applicant will submit a new set of corrected signed and sealed plans.
- If no additional plan revisions are needed, plans will be approved.
- Original plans will be stamped with 'MASTER FILE' and provided back to the applicant upon payment for master plan review and administrative fees. (\$290)
- The applicant to submit copies of the MASTER FILE approved plans with each pool permit application.



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