Residential In-Ground Pool

Permit Application Guide

This guide contains minimum permit application filing requirements.

NOTICE: Effective March 3rd, 2026, Pools must be submitted under the Pool Permit application instead of submitting as a Miscellaneous application.

Site Plans

1. Project address or legal description.
2. Property lines.
3. Elevations.
    a. All existing and proposed assumed site elevations.
4. Location and dimensions.
    a. Proposed pool.
    b. All property lines.
    c. On-site structures.
    d. Power lines.
5. Trees.
    a. Location, species, and sizes of all trees within 20’ of construction area.
    b. Tree barricade locations and details.
    c. Tree mitigation table.
6. Easements (public and private).

7. Pool cross section.

Signature Requirements

There are no signature requirements for Residential site plans.

Topographical Survey (when required)

1. Legal description.
2. Property lines.
3. Elevations (NAVD 88 Datum).
    a. All site elevations.
4. Flood Zone identification and flood demarcation line if property is a mixed region.
5. Location of existing site conditions, including items such as structure(s), driveway, and sidewalks on site.
6. Location, species, and sizes of all trees within 20’ of construction area.
7. Roadway centerline elevation.

Signature Requirements

Surveys of any kind must be signed and sealed by a Florida licensed Surveyor.

When Required

A topographical survey is required if the pool includes 1,000 square feet or more of decking.

Building Plans

1. Project address or legal description.
2. Current Florida Building Code Residential reference.
3. Scope of work.

4. Structural detail design criteria.
5. Plumbing.
    a. Piping, water supply, calculations.

Signature Requirements

Building plans must be signed and sealed by a Florida licensed Architect or Engineer.

Variations

Private Provider Package (when required)

1. Notice to Building Official.
2. Duly Authorized Representative (DAR) Personnel Identification.
3. Compliance Affidavit.
    a. All plans reviewed by the Private Provider must have a Private Provider stamp.
    b. Energy Calculations must have a Private Provider stamp.
4. Contact Reference Form.

Signature Requirements

Notice to Building Official must have *notarized* signature from Property Owner.

Compliance Affidavit must have *notarized* signature from Private Provider.

When Required

Documentation must be submitted with project application if Private Provider firm is performing plan review

Important Note

Projects with Private Provider Inspections Only

Although not a requirement for application acceptance, clients who intend to use Private Provider Inspections only are strongly encouraged to submit their documentation with the permit submittal to mitigate avoidable delays after issuance. (Submit all items above, except for PP3.)

If the Private Provider has not yet registered with the City of Tampa, please visit our website for additional details: Private Provider Registration Checklist.