



Community Development Department
Building Services Division

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

September 21, 2026 (updated)

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 plans may be submitted in lieu of original signed and sealed drawings upon permit application. The master pool plans may be digitally signed/sealed 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).

Applications for master files may be submitted online through the online portal. The process is very simple and will not require any owner information/address, etc.

Process:

- Applicant submits online – pool master file
- \$290 is due after application has been accepted. Payment can be made through the online portal
- 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.
- Plans will be stamped with ‘MASTER FILE’
- The applicant will submit copies of the MASTER FILE approved plans with each pool permit application.



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