



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT
Counter Checklist for In-ground Pool/Spa Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable – for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Commercial/residential
<ul style="list-style-type: none"> • Architect/Engineer information
<ul style="list-style-type: none"> • Pool Specs
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
Electrical sub-contractor permit application
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
Enclosure/fence permit application
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Architect/Engineer information
<ul style="list-style-type: none"> • Description of work/type of enclosure
<ul style="list-style-type: none"> • Pan roof
<ul style="list-style-type: none"> • Dimensions
<ul style="list-style-type: none"> • Existing slab/being poured/size of footing, if applicable
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies
<ul style="list-style-type: none"> • Red stamped Engineering approval
<ul style="list-style-type: none"> • Pool Alarm Affidavit signed by the homeowner
<ul style="list-style-type: none"> • As-built survey with the enclosure setbacks included
<ul style="list-style-type: none"> • Pool plans signed and sealed by an Architect/Engineer’s
<ul style="list-style-type: none"> • In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk) for commercial projects.
<ul style="list-style-type: none"> • Alarm Specifications, if applicable

<ul style="list-style-type: none"> Recorded Notice of Commencement for work valued more than \$2500
Enclosure/fence
<ul style="list-style-type: none"> Highlighted plans signed and sealed by an Architect/Engineer
<ul style="list-style-type: none"> As-built showing the location of the enclosure/fence
<ul style="list-style-type: none"> Layout
<ul style="list-style-type: none"> Recorded Notice of Commencement for work valued at \$2500 or more
NOTES:
<ul style="list-style-type: none"> If commercial, Planning and Zoning approval and Enclosure Permits are not required for submittal.
<ul style="list-style-type: none"> If a pool heater is being installed, a separate permit is required
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.

Updated 10/17/19



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POOL SAFETY BARRIER AFFIDAVIT
Residential Swimming Pool, Spa,
and Hot Tub Safety Act
 Notice of Requirements
FBC 6th ED. (2017)

Permit Number _____

I (We) acknowledge that the residential swimming pool, spa or hot tub located at _____ shall use the following methods to establish compliance with Chapter 515 & 553, Florida Statutes and The Florida Building Code.

Must **INITIAL** the method(s) to be used for your pool:

- _____ The child safety barrier to comply with FBC, R 4501.17.1.15 and ASTM D5034, ASTM D3787 and ASTM G 53.
- _____ The pool access shall be isolated from the dwelling or yard by an enclosure that meets the pool barrier requirements of the Florida Building Code Residential, Chapter 45, Section R 4501.17.
- _____ All doors providing direct access from the dwelling to the pool shall be equipped with self-latching devices with release mechanisms placed no lower than fifty-four (54) inches above the floor or deck. Screened or protected windows having a bottom sill height of 48 inches (1219 mm) or more measured from the interior finished floor at the pool access level.
- _____ All doors and windows providing direct access from the dwelling to the pool shall be equipped with an exit alarm to comply with the Florida Residential Code, Chapter 45, Section R4501.17.1.9.
- _____ The pool shall be equipped with an approved safety cover that complies with Chapter 515.25, Florida Statutes, ASTM F 1346-91. (The Standard Performance Specifications for Safety Covers for Swimming Pool, Spa and Hot Tubs).
- _____ A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms." Must submit the manufactures specifications and a copy of pool layout with dimensions and location of pool alarm.

I understand that not having the above installed at the time of the final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, Florida Statutes, and the Florida Building Code and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$5,000.00 and/or up to sixty (60) days in jail as established in Chapter 775, Florida Statutes. The homeowner shall maintain the safety provisions ordered herein in operable condition.

 Owner's Signature Date

 Owners Name (Please Print)

Notary as to Owner
 State of Florida, County of _____

Before me this day personally appeared _____ who being duly sworn, deposes and say he/she has read and attest to the above notice and shall abide by it. Sworn and subscribe to me this _____ day of _____, 20____.

 Notary Public Signature
 Personally known _____ Produced ID _____