



Building Department CHECKLIST FOR POOL SAFETY BARRIER PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Safety barrier height
- Is safety barrier removable
- Manufactured by
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Pool Safety Barrier Affidavit
- Manufacturer's specifications
- Installation instructions
- Plot plan or property survey showing the location of the safety barrier.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the safety barrier is being installed during the construction of a pool, the Child Safety Barrier Permit Application must be submitted with the Pool Permit.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.