



Building Department CHECKLIST FOR IN-GROUND POOL/SPA PERMITS

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

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/Residential
- Max width and length
- Perimeter ft. and square ft.
- Minimum depth and max depth
- Patio type
- Number of lights
- Pool gallons
- Barrier type
- Spa
- Heater
- Heater source
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS

- Original Pool plans signed and sealed by a Florida licensed Architect/Engineer Pool
- Safety Barrier Affidavit signed by the homeowner and notarized.
- Selected safety barriers shall be listed on the engineered pool plans.
- Public Works Engineering Approval
- Signed and sealed survey showing the proposed location of the pool and all setback dimensions to the property lines.
- Electrical Sub-contractor application
- Plumbing Sub-contractor application - if applicable
- Structural Sub-contractor (Screen Enclosure) - if applicable
- Gas Sub-contractor application - if applicable
- Gas system design - if applicable

- When a pool heater, pool enclosure, child safety barrier, or pool alarm is proposed to be installed, the designs and specifications are to be submitted as part of the pool permit submittal.
 - ****Any additional scope of work, related to the construction of the pool, that is to be added to the project after permit issuance shall be submitted as a revision to the pool permit.**

NO SEPARATE PERMIT APPLICATIONS WILL BE ACCEPTED

- 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. Homeowner must personally appear at the Building Department to have their signature notarized.**

NOTES:

- Commercial projects:
 - Planning and Zoning approval
 - Health Department approval
 - Enclosure permits are not required for submittal

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.