



Building Department

CHECKLIST FOR IN-GROUND POOL/SPA MODIFICATION & RENOVATION 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
- Commercial/Residential
- Description of work
- Barrier type
- Removal/modification and/or addition of
- Removal or replacement of patio deck
- Adding any sq. footage to existing patio deck
- Change of pool lighting
- Adding/relocating/replacing/reconfiguring any safety features
- Removal/replacement of screen enclosure
- Replacement of pool pump motor
- Replacement or modification of pool drainage system and/or recirculation system
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Electrical Sub-contractor Permit, is applicable
- Original Pool plans signed and sealed by a Florida licensed Architect/Engineer
- Commercial projects: In addition to paper copies, one complete set of plans must be submitted electronically (i.e. on flash drive or disk).
- 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.**

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.