



**City of Port St. Lucie Building Department**  
121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984  
Ph: 772-871-5132 Website: [www.CityofPSL.com/Building](http://www.CityofPSL.com/Building)

**IN-GROUND POOL/SPA/HOT TUB  
MODIFICATION & RENOVATION  
PERMIT APPLICATION**

Permit # \_\_\_\_\_ Pin \_\_\_\_\_

**CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8<sup>TH</sup> EDITION**

Site Address: \_\_\_\_\_

Legal Description (Section/Block/Lot): \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Contractor's Information**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

PSL Comp no. \_\_\_\_\_

State License no. \_\_\_\_\_

**PROJECT INFORMATION**

☐ Commercial ☐ Residential

Description of work: \_\_\_\_\_ Barrier type: \_\_\_\_\_

Removal/modification and/or addition of (check all that apply): ☐ Steps ☐ Swim-out ☐ Ladders ☐ Handrail ☐ Slides ☐ Diving boards

☐ Water feature ☐ Other \_\_\_\_\_

Removal or replacement of patio deck in excess of 20 sq. ft.: ☐ Yes ☐ No \*If yes, provide total: \_\_\_\_\_

Adding any sq. footage to existing patio deck: ☐ Yes ☐ No \*If yes, provide total: \_\_\_\_\_

Change of pool lighting: ☐ Yes ☐ No Replacement of light niche: ☐ Yes ☐ No Relocation of pool equipment: ☐ Yes ☐ No

Adding/relocating/replacing/reconfiguring any safety feature such as child barrier, fence or alarm: ☐ Yes ☐ No

Removal/replacement of screen enclosure: ☐ Yes ☐ No

Replacement of pool pump motor that requires wiring and/or breaker change in circuit modification: ☐ Yes ☐ No

Replacement or modification of pool drainage system and or recirculation system: ☐ Yes ☐ No

**Total Valuation \$** \_\_\_\_\_

**\*\*MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER**

\_\_\_\_\_  
Contractor Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public, State of Florida

STATE OF FLORIDA, County of \_\_\_\_\_

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Owner or Owner's Authorized Representative Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public, State of Florida

STATE OF FLORIDA, County of \_\_\_\_\_

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

**FOR OFFICE USE ONLY**

**PERMIT FEE \$** \_\_\_\_\_ Payment method: \_\_\_\_\_ Last 4 Digits of Credit Card or Check no.: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Application date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_



## Building Department

### CHECKLIST FOR IN-GROUND POOL/SPA MODIFICATION & RENOVATION PERMITS

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**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
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\* For online submittals, a signed Owner Affidavit.**
- **\*\*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.*