



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

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

Permit # _____ Pin _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH 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

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.)
- *** 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.