



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Above Ground Pool/Spa Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable - for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Pool/Spa dimensions
<ul style="list-style-type: none"> • Length/width
<ul style="list-style-type: none"> • Round/Oval
<ul style="list-style-type: none"> • Water depth
<ul style="list-style-type: none"> • Wall height of pool to finish grade
<ul style="list-style-type: none"> • Ladder type
<ul style="list-style-type: none"> • Barrier type
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies for residential and 4 copies for commercial:
<ul style="list-style-type: none"> • Electrical Sub-Contractor Permit Application
<ul style="list-style-type: none"> • Manufacturer’s specifications
<ul style="list-style-type: none"> • Alarm Affidavit signed by the homeowner
<ul style="list-style-type: none"> • Ladder specifications
<ul style="list-style-type: none"> • Property survey showing the location of the pool/spa
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Signed and sealed plans are not required for “Above-ground Pool” submittals.
<ul style="list-style-type: none"> • If the pool will be installed part in-ground, refer to the “In-ground Pool” checklist
<ul style="list-style-type: none"> • If the permit request is for an “Above-ground Spa”, the specs for the cover must be submitted with the permit application.
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.