



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for In-ground Pool/Spa Permits

<b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Commercial/residential</li> </ul>
<ul style="list-style-type: none"> <li>• Architect/Engineer information</li> </ul>
<ul style="list-style-type: none"> <li>• Pool Specs</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>Electrical sub-contractor permit application</b>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>Enclosure/fence permit application</b>
<ul style="list-style-type: none"> <li>• Property address</li> </ul>
<ul style="list-style-type: none"> <li>• Legal description</li> </ul>
<ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>
<ul style="list-style-type: none"> <li>• Architect/Engineer information</li> </ul>
<ul style="list-style-type: none"> <li>• Description of work/type of enclosure</li> </ul>
<ul style="list-style-type: none"> <li>• Pan roof</li> </ul>
<ul style="list-style-type: none"> <li>• Dimensions</li> </ul>
<ul style="list-style-type: none"> <li>• Existing slab/being poured/size of footing, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Valuation</li> </ul>
<ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>
<ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>
<b>PLANS AND DOCUMENTS</b> – Provide 2 copies for residential and 4 copies for commercial:
<ul style="list-style-type: none"> <li>• Plans signed and sealed by an Architect/Engineer with the red stamped copy included</li> </ul>
<ul style="list-style-type: none"> <li>• Pool Alarm Affidavit signed by the homeowner</li> </ul>
<ul style="list-style-type: none"> <li>• As-built survey with the enclosure setbacks included</li> </ul>
<ul style="list-style-type: none"> <li>• Pool plans signed and sealed by an Architect/Engineer’s</li> </ul>

<ul style="list-style-type: none"> <li>Recorded Notice of Commencement for work valued more than \$2500</li> </ul>
<b>Enclosure/fence</b>
<ul style="list-style-type: none"> <li>Highlighted plans signed and sealed by an Architect/Engineer</li> </ul>
<ul style="list-style-type: none"> <li>As-built showing the location of the enclosure/fence</li> </ul>
<ul style="list-style-type: none"> <li>Layout</li> </ul>
<ul style="list-style-type: none"> <li>Recorded Notice of Commencement for work valued at \$2500 or more</li> </ul>
<b>NOTES:</b>
<ul style="list-style-type: none"> <li>If commercial, Planning and Zoning approval and Enclosure Permits are not required for submittal.</li> </ul>
<ul style="list-style-type: none"> <li>If a pool heater is being installed, a separate permit is required</li> </ul>
<b>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.</b>

Updated 7/13/2018 YP