



Pool | Spa Permit Application Checklist

Development Services - **Building Division**

Revision: 1.0

I.D. Number: 023.0

Revision Date: 6/27/19

Print Date: 6/27/19

Required Permit Applications:

[Building Permit Application](#)

[Building Permit Application](#) (Electrical)

[Building Permit Application](#) (Plumbing)

[Building Permit Application](#) (Deck, if applicable)

[Swimming Pool Safety Act Information & Required Forms](#)

Permit Review Stops:

Structural

Electrical

Plumbing

Zoning

Fire (if installing gas heater)

Minimum Plan Submittal

Signed Contract between Contractor and Owner

Two (2) copies of Survey.

Two (2) sets of Site Plans showing location of pool with all required setbacks.

Two (2) sets of Plans, signed and sealed by a Florida licensed Architect/Engineer.

[Special Building Inspector Form](#) (if pool is on pilings)

Other Requirements & Information

[Contractor Registration Requirements](#) (if Contractor not registered with City)

[Owner/Builder Affidavit Packet](#) (if Owner/Builder)

[Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

Please note that this checklist is not intended to be all-inclusive.

Due to changes in codes, regulations, and ordinances, other requirements may apply.