Pool & Spa Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/29/2024 Form I.D. Number: 023.0

Required Permit Applications

- ☐ Building Permit Application (Also required for Above Ground and/or Pool Resurfacing) (Broward Link)
- ☐ Building Permit Application (Electrical) (Broward County Link)
- ☐ Building Permit Application (Plumbing) (Broward County Link)
- ☐ Building Permit Application (Deck, if applicable) (Broward County Link)
- ☐ Lot Coverage Calculation Worksheet

Permit Review Stops (Your application will be reviewed by the following disciplines)

- ☐ Structural
- ☐ Electrical
- ☐ Plumbing
- ☐ Zoning
- ☐ Fire (if installing gas heater)

Minimum Plan Submittal (Electronic Submittals Only Require 1 Set of Documents)

- ☐ Job value must be listed on permit application (Itemized cost breakdown may be required)
- ☐ Two (2) copies of Survey (Also required if resurfacing pool with change to Tile and/or Coping) (Survey can be requested from the city by submitting a records request)
- ☐ 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
- ☐ Two (2) sets of Plans showing compliance with R4501.17.1 Residential Swimming Pool Barrier Requirements
- ☐ Two (2) copies Special Building Inspector Form (if pool is on pilings) (Broward County Link)

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.

Building Department • 9500 West Sample Road • Coral Springs, FL 33065 | **coralsprings.gov/building**
Mon-Thurs: 7:30a - 5p, Fri: 7:30a - 2:30p | **Phone:** 954-344-1025 | **Fax:** 954-344-5948

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 $5,000, required before 1st inspection) (Broward County Link)

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.

Building Department • 9500 West Sample Road • Coral Springs, FL 33065 | **coralsprings.gov/building**
Mon-Thurs: 7:30a - 5p, Fri: 7:30a - 2:30p | **Phone:** 954-344-1025 | **Fax:** 954-344-5948