



## RESIDENTIAL POOL CHECKLIST

1. Building Permit completed application.
2. Copy of contract.  
**Note:** contract is not required for homeowner permits.
3. One (1) copy of the Pool Safety Act Letter.
4. Two (2) copies of the site plan drawn to scale showing all structures including proposed pool with the setbacks to the property lines. Pool equipment must also be shown with the setbacks.
5. Two (2) copies of the pool layout drawing with dimensions.
6. No Tree Removal Affidavit
7. If homeowner permit, they must submit a letter from a licensed shotcrete company.
8. Two sets of signed and sealed Engineered Plans (one set if plans are 11x17 or smaller)  
Must comply with the following:
  - FBC 5th Edition (2014), Residential- R4501.6.1 -Conformance Standard
  - FBC 5th Edition (2014), Residential- R322.2.4- Pools in flood hazard areas
  - FBC 5th Edition (2014), Residential R4501.21.4 Hydrostatic relief device (if pool is located in a flood hazard area)
  - FBC 5th Edition (2014), Energy Conservation -403.9.1 Pool and Spa Heaters
  - FBC 5th Edition (2014), Energy Conservation-403.9.3 covers for heated swimming pools and spas
9. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection.