



RESIDENTIAL SWIMMING POOL & SPA CHECKLIST

APPLICANT SERVICES
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Location: 435 N Macomb St
Tallahassee, Florida 32301

Please submit this form with your Permit Application.

	Applicant Initials	Staff Initials
1. Complete and Signed Permit Application	_____	_____
2. Owners Affidavit signed and notarized	_____	_____
3. Disclosure Statement signed and notarized	_____	_____
• Required if owner/builder		
4. Notice to Swimming Pool Owner signed and notarized	_____	_____
5. Notice of Commencement recorded & submitted @ application	<u> Y / N </u>	<u> Y / N </u>
• Required on job-site by first inspection		
6. Two (2) sets of construction plans, each including:	_____	_____
• Wall sections	_____	_____
• Piping plan	_____	_____
• Skimmer locations	_____	_____
• Return inlet locations	_____	_____
• Electric light locations	_____	_____
• Diving board location	_____	_____
-- showing required water surfaces		
• Retaining walls two (2) feet or less	<u> Y / N </u>	<u> Y / N </u>
-- If No, wall must be designed by engineer and separate permit must pulled by a building contractor		
• Plans are signed and sealed by engineer	_____	_____
7. Master plan on file	<u> Y / N </u>	<u> Y / N </u>
• If Yes, one (1) set of plans is required, plans do not need to be signed and sealed by engineer		
8. Two (2) scaled site plans on 8 ½ x 11, 8 ½ x 14 or 11 x 17 size paper	_____	_____
• Show all easements and restrictions on site plan	_____	_____
• Show street name, lot dimensions, and north arrow	_____	_____
• Show all protected trees (36" diameter or larger) size & type & indicate which trees are to remain & which will be removed OR note on site plan stating " No Protected Trees on Site"	_____	_____
• Label all structures as existing or proposed	_____	_____
• Show sediment and erosion control barriers	_____	_____
• Show overhead utilities (if applicable)	_____	_____

Subject: Residential Swimming Pool and Spa Permitting

Authority: Chapter 41, Florida Residential Code 2007 with 2009 Amendments

Purpose: All pools and spas shall be primary permits. Pool sub-permits may be issued anytime after primary permit is issued.

Procedure:

1. Application Process:
All permitted pools and spas will be issued as a “primary” permit with sub-permits for an electric and any other appropriate sub-trade.
2. Drawings and Specifications:
The construction drawings submitted with the application shall indicate the name and address of the pool or spa designer, who shall be a registered engineer with the State of Florida. The engineers’ signature and seal shall be affixed to drawings. Drawings and specifications for pools spas may be set up as “Master” plans. Plans shall include:
 - a) Survey, which will include:
 - Property lines, recorded easements, right of ways and overhead utilities
 - All existing buildings
 - Proposed pool or spa
 - Proposed slopes ,decks, and pool/spa equipment
 - Pool/spa barrier layout and type
 - Minimum setbacks
 - b) Pool and Spa Plan shall include:
 - Conformance standard shall be R4101.6.1 FRC 2007 with 2009 amendments.
 - Ladder and step locations
 - Piping layout
 - Anti-entrapment detail
 - Skimmer locations
 - Return inlet locations
 - Electric light locations
 - Diving board location showing required water surfaces
 - Retaining walls, if over two (2) feet high, must be designed by an engineer licensed by the State of Florida and plans must be signed and sealed. The building permit will be issued to a general or building contractor properly registered with or certified by the State of Florida.
 - All electrical work will be to NEC 2008 Code. Electrical work to be by an electrician properly registered or certified by the State of Florida.
3. Inspections shall include:
 - Pool wall
 - Piping Pressure Test
 - Bonding inspection (requires electrical permit)
 - Barrier inspection
 - Final inspection (includes final pool, barrier and electrical)