Pool/Inground Residential Permit Guidelines

(4 units & under)

CPC, CGC, or Owner/Builder may apply for permit (see 2nd page process for each)
A CBC and CRC CANNOT NOT APPLY FOR THIS PERMIT.

- Pool application
- Two (2) copies of site plan showing all property lines and setback dimensions
- Two (2) copies of pool floor plan
- Two (2) copies of pool engineering (raised seal engineered drawings or mastered engineering previously approved by building dept.)
- Two (2) copies of hydraulic flow velocity calculations and pump curve
- Two (2) copies of pump specifications
- Owner/Builder Affidavit (if homeowner)
- Owl Affidavit
- NOC if value is $2500 or greater.

Description:
- Type of deck, retaining wall (yes or no), safety option (alarms or baby barrier), type of enclosure (cage, fence, existing fence, cage w/pan, or composite roof), location of fill. (If the fence is existing see notes on page 3)

Route to: OFFICE USE ONLY
Building Zoning
Species if Owl, Gopher Tortoise or Eagle (if there is a restriction)

Processing: OFFICE USE ONLY
- Type: Pool
- Subtype: Residential or Residential W N/C

Inspections:
- Notice of Commencement (NOC) 10
- Pool/Spa Steel and Bonding (050) 20
- Pool/Spa Deck/Bond/Pressure (025) 30
- Paver Deck Footing (072) 0
  (use if paver deck only; no retaining wall)
- Retaining wall fnd (066) 0 *if retaining wall
- Retaining wall steel/cap (055) 0 *if retaining wall
- Aluminum Structure (085) 40 *if applicable
- Fence (052) (delete if existing) 40 *if applicable
- Pool/Spa Electric Final (026) 50
  o Note inspection tab if existing fence w/permit #. (see notes on pg3)

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Fees:
- Swimming Pool Res $307.00
- Fence (if applicable) $107.00
- Cage (if applicable) $168.00
- Cage w/pan or composite roof $284.00
- Surcharge YES

Expiration:
- Six (6) months
- Five (5) years if with New Construction
- Two (2) years if using a private provider

Setbacks: Rear setback for screen enclosure and/or pool deck is a minimum 10’ on water or dry lot.

If a Certified Pool Contractor (CPC) applied for a pool permit:

A CPC can do all of the work (except for enclosure/fence and electric). Pool Enclosure/Fence permit is applied for after pool has been issued to the contractor. Electric Contractor submits subcontractor form to “attach” to main pool permit.

Contact Info:
Contractor is CPC
Applicant is CPC
Pool Contractor is CPC
BLD Contractor is Enclosure/Fence contractor
ELEC Contractor is Electrician (Subcontractor form)

If a Certified General Contractor (CGC) applied for a pool permit:

A CGC can do all of the work (except for the electric). Pool Enclosure/Fence permit is applied for after pool has been issued to the contractor. *Prior to issuance a sub-contractor form will be required to attach the CPC.* Electric Contractor submits subcontractor form to “attach” to main pool permit.

Contact Info:
Contractor is CGC
Applicant is CGC
Pool Contractor is CGC
BLD Contractor is Enclosure/Fence contractor
ELEC Contractor is Electrician (Subcontractor form)
CPC is attached as OTHER

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General Pool Notes

Using An Existing Fence:

- Make a note on the Final Elec Insp to please inspect the existing fence for pool code compliance. (There is a standard note for this)
- If the fence fails the owner or a fence contractor will come in and apply for a pre-paid fence permit. The review and fee's will be added to the existing pool permit (unless it's a WEB)
- Add the fence inspection back in. Add the fence inspection twice if it is private provider (one as a 20 and one as a 30)
- Once the fence passes inspection the final can be rescheduled.

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