Permit application and submittal guidelines

Swimming pools and spas

Provide the following documentation and/or information.

1. A completed Building Permit Application.
2. A completed Swimming Pool & Spa Permit Application Checklist
3. A completed Setback/Coverage Work Sheet.
4. A Notice of Commencement if costs exceed $2500.00.
5. A copy of contractor license and proof of Workman’s Compensation Insurance or exception letter.
6. An Owner/Builder Statement if permit issued to property owner.
7. Provide verification of compliance to the FRC 4101.17 pool barrier requirements. *
8. 4 copies of a recent survey that shows the location of all impervious surfaces including driveways, parking areas, patios, and accessory structures.
9. 4 copies of a site plan site showing the pool and pool deck dimensions and setbacks from the deck and the edge of the water to all structures and property lines.
10. 2 copies of the manufactures installation guidelines and a site plan showing the location of a child barrier fence in applicable.
11. 2 copies of engineered pool drawings or 2 copies of the master file plan.
12. 2 copies of the VBA Certificate of Compliance and a TDH Calculation Worksheet.
14. A copy of P&Z Lakes Front Review approval if pool is located on a lakefront, canal front or stream front.
15. A copy of Variance Approval if required.

Inspection request line: 407-599-3350

Require pool inspection and code #

1st. 206 - Pool steel & ground: Pipe sizing and pressure test
2nd. 207 - Plumbing rough: Trench, bond wire, piping placement and pressure test.
3rd. 200 - Deck inspection: Size, location and bonding grid.

The following inspection can be scheduled together:

5th. 201 - Pool electrical final: Electrical bonding, equipment connections, GFCI devices, and disconnects.
6th. 202 - Pool final: Total Dynamic head pressure, permanent barrier or alarms and pool swim out.

* A temporary pool barrier must remain in place until a permanent barrier is installed and the final inspection has been approved.