



Swimming pools and spas - Permit application and submittal guidelines

All the following documentation and/or information should be uploaded to the Self-Service Portal when applying for a Swimming pool or a spa.

The required forms can be downloaded from the [FORMS and RESOURCES](#) area on the Building and Permitting Department webpage.

1. A complete Building Permit Application.
2. A completed Setback/Coverage Work Sheet.
3. A Notice of Commencement if costs exceed \$5000.00.
4. An Owner/Builder Statement if a permit is issued to the property owner.
5. A copy of a recent survey or site plan that shows the location of all impervious surfaces including main dwelling, driveways, parking areas, patios, and accessory structures.
6. 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.
7. Electronically signed and sealed Engineered pool drawings or the master file plan.
8. A VBA Certificate of Compliance and a TDH Calculation Worksheet.
9. Residential Swimming Pool and Hot Tub Safety Act Form.
10. Provide verification of compliance with the FBC R4501.17 Residential swimming barrier requirement. *
11. A copy of the manufacturer installation guidelines and a site plan showing the location of a child barrier fence if applicable.
12. A copy of P&Z Lakes Front Review approval if the pool is located on a lakefront, canal front, or stream front.

An electrical Sub-permit is required for the installation of the pool electrical equipment.

Required pool inspections in the following order:

1. Preliminary Pool Excavation: Grading and soil evaluation.
2. Pool steel and ground: Pipe sizing and pressure test.



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax
cityofwinterpark.org

Building & Permitting Services

3. Plumbing rough: Trench, bond wire, piping placement, and pressure test.
4. Engineering Rough site grading: Post-dig grading inspection prior to concrete.
5. Deck inspection: Size, location, and bonding grid.
6. Safety inspection: Before plaster: drain covers, pool barriers, and light niche bonding.

The following inspections can be scheduled together:

7. Engineering Final: Final erosion control.
8. Pool electrical final: Electrical bonding, equipment connections, GFCI devices, and disconnects.
9. Pool final: Total Dynamic head pressure, permanent barrier or alarms, and pool swim out.

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