

## MINIMUM SUBMITTAL REQUIREMENTS FOR SWIMMING POOLS

### REQUIRED DOCUMENTS:

1. Notarized building permit application and proof of ownership.
2. Property owner's signed pool affidavit. State Statute 515.33 States: information required to be furnished to buyers. A licensed pool contractor, on entering into an agreement with a buyer to build a residential swimming pool, or a licensed home builder or developer, on entering into an agreement with a buyer to build a house that includes a residential swimming pool, must give the buyer a document containing the requirements of this chapter and a copy of the publication produced by the department under s. 515.31 that provides information on drowning prevention and the responsibilities of pool ownership. (*Copy of publication must be onsite for safety inspection*)
3. Boundary Survey (legal survey) with surveyor's signature. The survey cannot be a faxed copy, reduced or altered in any way.
4. Show trees to be removed on survey by type and size. If trees are to be replaced show where they are to be planted and identify.
5. Recorded Notice of Commencement. The description of work on the Notice of Commencement must match the description of work on the building permit application.
6. If variance was required to build the proposed swimming pool or deck. Note this in the description of work, so that clerk can include approval notice with plans.
7. Any property requiring DEP approval, must submit a copy of the Notice to Proceed with application.
8. Two plans-drawings shall include at a minimum:
  - a. Cover Page: state the address of the project, the occupancy class for the property, (for one and two family: Group R-3), the applicable code: Florida Building Code-2004, National Electrical Code-2002, Neptune Beach Unified Land Development Code. Index of all drawing pages and attachments. Plans and attachments are to be neatly bound with all drawing pages and attachments numbered.
  - b. Site Plan: The site plan must clearly indicate the size and location of the proposed pool, pool equipment, pool deck, a/c or other existing electrical equipment, overhead and underground utilities, pool barrier and openings from house within pool barrier, etc. The site plan can be drawn onto the boundary survey. The person who draws the site plan must print their name on the drawing. Put their contact information on the drawings and sign and date.
  - c. Pool Steel requirements.
  - d. Pool Deck: Deck plan in indicate slab thickness and PSI of concrete, slope of deck for drainage and deck drain locations, any required footings.
  - e. Pool Barrier: Provide details showing compliance with FBC-section 424.2.17.1 though 424.2.17.3
  - f. Pool Equipment:
  - g. Drain Anti-Entrapment details per FBC-chapter 4.
  - h. Required Electrical Devices.
  - i. Grounding & Bonding Details

**Permit fee: A)** the first \$10,000 is \$110.00 plus \$5.00 for every 1,000 or part thereof up to \$50,000

**B)** \$50,000.01 to 100,000 is \$310.00 for the first \$50,000 plus \$4.00 for each 1,000 or portion thereof.

**Plan review** is 50% of the cost for the building permit.

**Separate permit and fee required for electrical work.**

**\*NOTE:** Each page of the plan must identify the person who drew the page. Print that persons name, contact information, phone number, license number (if applicable) on every page. Then that person is to sign and date each page. Once that person signs the page no stray pencil/pen marks can be made on the page.

**HOMEOWNER'S AFFIDAVIT FOR SWIMMING POOL**

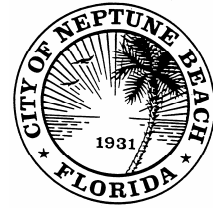
**RESIDENTIAL SWIMMING POOL BARRIER REQUIREMENTS.**

- (1) A residential swimming pool barrier must have all of the following characteristics:
- (a) The barrier must be at least 4 feet high on the outside.
  - (b) The barrier may not have any gaps, openings, indentations, protrusions, or structural components that could allow a young child to crawl under, squeeze through, or climb over the barrier.
  - (c) The barrier must be placed around the perimeter of the pool and must be separate from any fence, wall, or other enclosure surrounding the yard unless the fence, wall, or other enclosure or portion thereof is situated on the perimeter of the pool, is being used as part of the barrier, and meets the barrier requirements of this section.
  - (d) The barrier must be placed sufficiently away from the water's edge to prevent a young child or medically frail elderly person who may have managed to penetrate the barrier from immediately falling into the water.
- (2) The structure of an aboveground swimming pool may be used as its barrier or the barrier for such a pool may be mounted on top of its structure; however, such structure or separately mounted barrier must meet all barrier requirements of this section. In addition, any ladder or steps that are the means of access to an aboveground pool must be capable of being secured, locked, or removed to prevent access or must be surrounded by a barrier that meets the requirements of this section.
- (3) Gates that provide access to swimming pools must open outward away from the pool and be self-closing and equipped with a self-latching locking device, the release mechanism of which must be located on the pool side of the gate and so placed that it cannot be reached by a young child over the top or through any opening or gap.
- (4) A wall of a dwelling may serve as part of the barrier if it does not contain any door or window that opens to provide access to the swimming pool.
- (5) A barrier may not be located in a way that allows any permanent structure, equipment, or similar object to be used for climbing the barrier.
- (6) Copy of Safety Barrier Guidelines for Home Pools, has been supplied by the contractor, to me per FS 515.33. (Publication is to be onsite for final inspection)
- (7) The owner of the property where the swimming pool is located is responsible for obtaining the final pool inspection before it is used. To schedule a final inspection, please call 904-270-2430.
- (8) Violation of these provisions shall constitute an offense and may be punishable by a fine of up to \$250 per day.

I, \_\_\_\_\_ certify that I understand and will comply with the above conditions.

Signature \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

Building Permit Application for Swimming Pools  
 City of Neptune Beach  
 116 First Street • Neptune Beach, Florida 32266-6140  
 (904) 270-2400 Ext 4 • FAX (904) 270-2432



Job Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Legal Description \_\_\_\_\_ RE Parcel Number: \_\_\_\_\_

Valuation of Work \$ \_\_\_\_\_

Class of Work (circle one): New Addition Alteration Repair Demolition  
 Use of existing/proposed structure(s) (circle one): Commercial Residential

Describe in detail work to be performed: (size, capacity, & deck used)  
 \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Contractor Information:**

Name of Company: \_\_\_\_\_ Qualifying Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Office Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
 Job Site Contact/Number \_\_\_\_\_  
 State Certification/Registration # \_\_\_\_\_  
 Architect / Engineer's Name & Phone # \_\_\_\_\_

*Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. This permit becomes null and void if work is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced. I understand that separate permits must be secured for **Electrical Work, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks and Air Conditioners, etc.***

*I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.*

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.**

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner _____	Signature of Contractor _____
Sworn to and subscribed before me this _____ Day of _____	Sworn to and subscribed before me this _____ Day of _____
_____ Notary Public	_____ Notary Public

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

**Review Result (circle one):**

Approved Disapproved Approved w/ Conditions Review Initials/Date: \_\_\_\_\_

**Development Size**

Impervious area \_\_\_\_\_ Total Area \_\_\_\_\_

**Miscellaneous Information/Conditions/Comments:**

\_\_\_\_\_

FEES: BP \_\_\_\_\_ PR \_\_\_\_\_

