



DEVELOPMENT SERVICES DEPARTMENT – BUILDING DIVISION

POOL AND SPA PERMIT CHECKLIST

Rev: 7 | Revision Date: 1/19/2023 | I.D. Number: PSPC

Important information regarding pool and spa permits:

FBC Section 454.2.2 Definitions: Swimming Pool, Private. Any structure, located in a residential area, that is intended for swimming or recreational bathing and contains water over 24 inches deep including but not limited to in-ground, above-ground and on-ground swimming pools, hot tubs, and nonportable spas.

1. The scope of work listed by DBPR for a General Contractor (CGC) properly licensed by CILB, allows that contractor to perform a wide variety of installations, all of which are structural in nature.
2. The scope of work listed by DBPR for an Electrical Contractor (EC) properly licensed by ECLB, allows that contractor to install all forms of electrical installations associated with utilization voltages, including low voltage installations for alarms and other low voltage systems.
3. The scope of work listed by DBPR for a Plumbing Contractor (CFC) properly licensed by CILB, allows that contractor to install all forms of plumbing installations
4. As per CILB D.S. 2014-41, the (CILB) Board determined that FS 489.105(m) is clear in scope and needs no further clarification. Additionally, the following items were addressed:
 - a. A CGC (not a CBC or CRC) may build a pool shell and all of the related structural elements affiliated with the project (retaining wall, structural deck, etc.)
 - b. An EC is required for the electrical work
 - c. A CFC will be required to install an auto-fill device. A CFC can also install gas to a pool/spa heater. (CPCs and RPCs cannot connect to a potable water source or pipe gas)
 - d. A CPC or RPC must be used to install the pool equipment.
 - e. A CGC can be the prime, but must hire a CPC or RPC to install the equipment

Commencing on May 9th, 2022, pool/spa permits must include a Pool Contractor (CPC or RPC) as either the prime or a sub on a pool/spa permit. A CGC can be listed as the prime, if a CPC or RPC and an EC are listed as subs. If a CGC is listed as a prime for a complete residential or multi-family building, then a CPC or RPC must be one of the subs for placing the pool equipment. Additionally, any owner/builder application for a pool/spa permit would also have to include the necessary subs (RPC, EC, CGC, etc.)



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Required Permit Applications:

- [Building Permit](#)
- [Plumbing Permit](#)
- [Electrical Permit](#)
- [Engineering Mitigation Permit](#)
- [Mechanical Permit](#)

Permit Review Stops:

- Building Permit
- Plumbing Permit
- Electrical Permit
- Engineering Site Prep Permit
- Mechanical
- Landscaping
- Zoning
- Flood

Minimum Plan Submittal

- Two (2) sets of plans (showing location of pool with all the required setbacks)
 - a. The plans must include the following:
 - i. Soil conditions (Geotec Report) or Soil Statement
 - ii. Occupancy Group
 - iii. Method of Compliance
 - iv. Flood Zone – BFE & DFE
 - v. Materials to be used – concrete, plastic glass ETXX
 - vi. Foundation, Column, Beam Schedules
 - vii. Child protection barrier requirements – Ex: door alarms, perimeter fence with self-latching gates - refer to FBC 4501
- Two (2) sets of a certified property survey with elevations
- Structural calculations – signed and sealed
- [Special Inspector Form](#) (if pool is on pilings)
- [Special Inspector Plan](#) (if pool is on pilings)
- [Dewatering Affidavit](#) executed & notarized by Contractor & Owner as needed.
- [Construction Debris Mitigation Letter](#)
- 2 completed [Pool Barrier Affidavits](#) (Residential Swimming Pool, Spa and Hot Tub Safety Act Notice of Requirements).



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- 2 completed [Existing Fence/Gate\(s\) Affidavits](#) (Residential Swimming Pool, Spa and Hot Tub Safety Act - if applicable).
- Indicate on survey, compliance with NEC Article 680.8 for overhead conductor clearances.
- Refer to FBC 107.3.5 for minimum plan review criteria

Other Requirements

- Engineering Rough Inspection shall be called and passed after BMP's have been set up, prior to starting any earthmoving activities.
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices (BMPs) for the life of the project or until Site Preparation Final inspection has been approved by the Engineering Inspector
- Must follow all Broward County guidelines
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$2,500

Tree Protection

Tree (and palm) protection is required for all types of proposed construction. Consider trees within the area of work as well as the trees within the path of mechanical equipment to the rear yard.

- For existing trees on site, provide a survey or site plan indicating the location of trees/palms and number these locations. Provide a corresponding list of tree number, botanical name, common name, overall height, trunk DBH in inches for trees, clear trunk in feet for palms, condition % as a number, and indicate that all existing trees/palms are to be protected and will remain on site.
- Provide [tree protection barricade detail](#) for existing trees on site to remain. This barricade must be installed prior to the beginning of proposed work.
- For trees that must be removed, provide separate [sub-permit application](#) for tree removal. Be sure to complete both sides of this application. Know that unless a building master permit for site redevelopment is submitted, replacement trees and/or tree mitigation payment is required prior to closing the pool and tree permits.
- If no trees exist on site, note this on the plans.

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**