

## ePlan Submittal Checklist Swimming Pool Permit Request for Application Number

The following items are required when submitting for a Pool Permit. Additional items may be required based on review.

### **Documents/Plans:**

\_\_\_\_\_ **Building Permit Application:** Complete all the required fields, must include the general Scope of Work description as well as the construction value by trade with sub trade information. Application must be signed and notarized, or an **Electronic Signature Affidavit** should be attached.

### **RESIDENTIAL SWIMMING POOL:**

\_\_\_\_\_ **Site Plan** or survey of your property showing the intended location and size of the pool, including any pumps, heaters or other equipment associated with the pool. The pool must be located within the setback requirements determined by our zoning regulations. Pool safety barrier must be indicated on the site plan.

\_\_\_\_\_ **Signed/Sealed Plans** - specifications and construction documents for the installation or construction of the pool. Documents for in-ground pools must show the piping layout, entrapment protection and main drain fittings. If unable to verify the digital signature an **Electronic Signature Affidavit** is required.

\_\_\_\_\_ **FEMA** - Applications within flood zone areas must include grade elevations from pool/deck to adjacent ground level. Any Coastal A or V Zone areas require the pool and deck area constructed at building grade.

\_\_\_\_\_ **Water Resources Department (WRD) Non-Conflict Letter** for all other utilities and easements (sewer, water, stormwater).

\_\_\_\_\_ **Swimming Pool Safety Requirements Form** – Must be signed by Pool contractor and property owner.

### **COMMERCIAL SWIMMING POOL:**

\_\_\_\_\_ **Signed/Sealed Plans** - specifications and construction documents for the installation or construction of the pool. Documents for in-ground pools must show the piping layout, entrapment lines and inlet fittings. If unable to verify the digital signature an **Electronic Signature Affidavit** is required.

\_\_\_\_\_ **Site Plan** or survey of property showing the intended location and size of the pool, including any pumps, heaters or other equipment associated with the pool. The pool must be located within the setback requirements determined by our zoning regulations. Pool safety barrier must be indicated on the site plan.

\_\_\_\_\_ State of Florida Pinellas County Health Dept. **Operational Permit Review Letter** with Approval Stamp.

\_\_\_\_\_ **FEMA** - Applications within flood zone areas must include grade elevations from pool/deck to adjacent ground level. Any Coastal A or V Zone areas require the pool and deck area constructed at building grade.

\_\_\_\_\_ **Water Resources Department (WRD) Non-Conflict Letter** for all other utilities and easements (sewer, water, stormwater).

\_\_\_\_\_ **Swimming Pool Safety Requirements Form** – must be signed by pool contractor and property owner.

For more detailed information please click here: **[Swimming Pool Permit Package](#)**