



GROWTH AND RESOURCE MANAGEMENT

Building and Zoning
123 West Indiana Avenue
Deland, FL 32720
(386) 736-5929 Fax (386) 943-7096

RESIDENTIAL IN-GROUND SWIMMING POOL SUBMITTAL CHECKLIST

Directions: Place a checkmark by all items that are included in the package, and a N/A by those items not needed.

Two complete permit packages are required & all items must be addressed and in proper order

Contractor or Owner/Builder

Jobsite Address (Complete)

- Submitted Received Completed Application (Front & Back). Owner/Builder must personally appear in office & sign application. Name & license number of each subcontractor is required.
Owner/Builder Disclosure Statement (Owner/Builder Permits only)
Private Provider Documents, if applicable
Notice of Commencement Affidavit with a copy of the Notice of Commencement that has been filed with the Clerk of the Circuit Court, or the Recorded/Certified Notice of Commencement.
Agent Authorization Letter
Location of Septic on Site Plans
Existing Septic System Approval Letter, if applicable
Affidavit of Drainage Control form - Signed by owner & notarized.
Storm Water Application, with 2 scaled copies of stormwater & vegetation plans, if applicable
1 Original Sealed Boundary Survey no more than 5 years old.
2 copies of Site plan for Zoning, showing to scale, existing & proposed site improvements
Safety Act Form - Residential Swimming Pool Safety Requirement Affidavit with original signatures of owner, contractor, and witness.
Safety Feature - Screen Enclosure: 2 sets of Florida registered engineer or architect sealed construction plans or 2 sets of current Master File Engineering with copy of engineer's authorization letter for screen enclosure.
Fence: Fence information to be noted on application, shown on site plans and comply with the Swimming Pool Code.
If Screen enclosure or Fence is on a separate permit, list permit number.
Recorded Warranty Deed if property has transferred within the last 6 months (If applicable)
Riser Diagram (2 Sets), if applicable
Automatic Cover Specs & Installation instruction (2 Sets), if applicable
Pool Plans - 2 sets of structural plans originally signed, sealed & dated by a Florida registered engineer or architect, or 2 sets of stamped copies of Master File engineering for pool shell.
2 sets of anti entrapment piping schematics originally signed, sealed and dated by a Florida registered engineer, or 2 sets of stamped copies of Master File engineering. Provide site specific pool and spa (if applicable) layout, minimum scale 1/8"=1', showing drain locations, pool depths, means of egress (ladders, stairs, swim-outs, etc), skimmer locations(s), return location(s), suction cleaner line location, equipment location, heater location, etc.

NO POOL SUBMITTALS ALLOWED WITHOUT SAFETY FEATURE

I hereby acknowledge that the above-mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing & issuing of my permit will be delayed.

Signature (Contractor, Authorized Agent, or Owner/Builder)

Date