



VOLUSIA COUNTY

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) _____

<u>Submitted</u>	<u>Received</u>	
[]	[]	Completed Application (Front & Back). Owner/Builder must <i>personally appear</i> in office & sign application. <u>Name & license number of each subcontractor</u> 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 <u>scaled</u> 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 <i>to scale, existing & proposed</i> 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 _____