



# 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) \_\_\_\_\_

**Submitted**

**Received**

- |     |     |   |
|-----|-----|---|
| [ ] | [ ] | <b>1 Completed Application</b> (Front & Back). Owner/Builder must <i>personally appear</i> in office & sign application. <u>Name &amp; license number of each subcontractor</u> is required.  |
| [ ] | [ ] | <b>1 Owner/Builder Disclosure Statement (Owner/Builder Permits only)</b>  |
| [ ] | [ ] | <b>1 Private Provider Documents</b> , if applicable   |
| [ ] | [ ] | <b>Notice of Commencement Recorded and Certified</b> by the Clerk of the Circuit Court or <i>Affidavit</i> with a copy of the unrecorded Notice of Commencement that has been filed with the Clerk of the Circuit Court   |
| [ ] | [ ] | <b>1 Agent Authorization Letter</b>   |
| [ ] | [ ] | <b>Location of Septic on Site Plans</b>   |
| [ ] | [ ] | <b>1 Existing Septic System Approval Letter</b> , if applicable   |
| [ ] | [ ] | <b>1 Affidavit of Drainage Control form - Signed by owner &amp; notarized.</b>  |
| [ ] | [ ] | <b>1 Storm Water Application</b> , with 2 <u>scaled</u> copies of stormwater & vegetation plans, if applicable  |
| [ ] | [ ] | <b>1 Original Sealed Boundary Survey no more than 5 years old.</b>  |
| [ ] | [ ] | <b>2 copies</b> of Site plan for <i>Zoning</i> , showing <i>to scale, existing &amp; proposed</i> site improvements   |
| [ ] | [ ] | <b>2 Safety Act Form – Residential Swimming Pool Safety Requirement Affidavit</b> with <b>original</b> signatures of owner, contractor, and witness.  |
| [ ] | [ ] | <b>Safety Feature – Screen Enclosure: 2 sets of Florida registered engineer or architect</b> sealed construction plans <b>or 2 sets of current Master File Engineering</b> with copy of engineer’s authorization letter for screen enclosure.<br><b>Fence:</b> Fence information to be noted on application, shown on site plans and comply with the Swimming Pool Code.  |
| [ ] | [ ] | If <b>Screen enclosure or Fence</b> is on a separate permit, list permit number.  |
| [ ] | [ ] | <b>1 Recorded Warranty Deed</b> if property has transferred within the last 6 months (If applicable)  |
| [ ] | [ ] | <b>Riser Diagram</b> (2 Sets), if applicable  |
| [ ] | [ ] | <b>Automatic Cover Specs &amp; Installation instruction</b> (2 Sets), if applicable   |
| [ ] | [ ] | <b>Pool Plans – 2 sets</b> of structural plans originally signed, sealed & dated by a Florida registered Engineer or Architect, or <b>2 sets</b> of stamped copies of Master File engineering for pool shell.<br><b>2 copies</b> of the <b>Simplified Total Dynamic Head (TDH) Calculation Worksheet.</b><br><b>2 sets</b> of anti entrapment piping schematics originally signed, sealed and dated by a Florida Registered Engineer, or <b>2 sets</b> 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 location(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 \_\_\_\_\_

Date \_\_\_\_\_

(Contractor, Authorized Agent, or Owner/Builder)