



MINIMUM ENGINEERING PERMIT REQUIREMENTS FOR SWIMMING POOLS

The following items are necessary to process and review Engineering Permit Applications:

- Completed Engineering Permit Application.
- Three (3) copies of the Site Plan, per Florida Statutes 471. Site Plans shall be signed and sealed by a Professional Engineer registered in the State of Florida and must include the following conditions:
 - Location of the proposed pool.
- Three (3) copies of the Survey, per Florida Statutes 472. Spot Elevations Survey shall be signed and sealed by a registered Professional Surveyor and Mapper in the State of Florida and must include the following conditions:
 - The Survey must show elevations at a maximum every twenty five (25) feet to determine stormwater runoff is contained onsite. Elevations are also required for detailing retention of stormwater runoff (including right-of-way frontage, swale areas, and catch basins).
 - All elevations must be referenced to the North American Vertical Datum of 1988 (NAVD88).
- An erosion and sedimentation control plan showing that the new construction will have no drainage impacts to adjacent properties, surrounding rights of way, stormwater facilities, and neighboring water bodies.
- All pool permits in the City require a cash bond for performance in the amount of five hundred dollars (\$500.00). The performance bond shall guarantee the reconstruction or repair of City property which may be damaged in any way by the pool contractor in the construction of the pool for which he/she is taking out the permit.

If the property owner(s) are doing work themselves, it should be so noted on the permit by placing the word “OWNER” where it asks for Contractors’ name.

If someone other than the property owner(s) is applying for the Engineering Permit Application, an authorization letter from the homeowner is required.

If there is a Homeowner’s Association involved, an authorization letter must be obtained from the Association, signed by the Associations’ President.

If the work is to be performed by a Contractor, the following information will also need to be submitted:

- Business Address.
- Copy of Workers Compensation Insurance Certificate or Certificate of Exemption.
- Copy of Liability Insurance Certificate.
- Copy of Contractor’s License.
- Copy of Occupational License (both City and County.)

After the above items are received, our staff will review the permit, and a site inspection could be made in order to approve or deny the permit. You should be notified within five (5) business days of application stating the following information:

- Permit approved or rejected.
- Fees associated with the permit.
- Performance Bond Information.